



**DEPOT ARTS AND COMMUNITY CENTER  
RENTAL INFORMATION & POLICIES**

611 R Avenue, P.O. Box 547, Anacortes, WA 98221 (360) 293-1918

**AVAILABILITY**

The Center is generally available for rental Monday through Sunday from 6:00 am to 1:00 am.

The Center is generally available for rental on the following City holidays: Easter, Labor Day, Memorial Day, Fourth of July, Veteran's Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, President's Day at a premium rate.

Rentals for short term or one time users will be for a minimum of four hours on Saturdays and Sundays.

**APPLICATION PROCEDURE**

Complete and submit a Request for Facility Use application to Anacortes Parks & Recreation Department at City Hall, 6th & Q Streets, mail to P.O. Box 547, Anacortes, WA 98221. Requests for use must be submitted at least 14 days prior to the requested date. The Parks Department staff shall review all applications and has the right to grant or deny use based on policies and availability, or to grant use subject to certain conditions. One individual should be designated as the responsible party for the requesting group, and will sign both the request for use and the clean up agreement. The person signing these forms is the responsible party and is assuming responsibility for the clean up and any damage, loss, or disturbances during the rental period.

**FEES, DEPOSITS, REFUNDS**

Rental fees and deposits must be paid **NO LATER THAN 14 DAYS PRIOR TO THE SCHEDULED EVENT**, by Cashier's Check, Money Order, Cash, or Personal Check, or the event will be cancelled. *Payment will be made payable to the City of Anacortes at the Parks & Recreation office at City Hall or mailed to Anacortes Parks and Recreation, P.O. Box 547, Anacortes WA 98221 (360-293-1918)*

<b>FEE SCHEDULE &amp; DEPOSITS</b>				
	<b>ROOM</b>	<b>RATE</b>	<b>CAPACITY</b>	<b>DEPOSIT</b>
	Freight Room	\$37/hr	150	\$100 / \$500
	Baggage Room	\$15/hr	40	\$100 / \$500
	Kitchen	\$27		\$100 / \$500
	Gallery	\$27/hr	40	\$100 / \$500
	Freight / Baggage / Kitchen	\$47/hr	190	\$100 / \$500
	Freight Room / Baggage Room	\$42/hr	190	\$100 / \$500
	Freight / Baggage / Kitchen all day	\$350	190	\$100 / \$500
	Gallery / Baggage / Kitchen	\$52/hr	80	\$100 / \$500
	Whole facility all day*	\$450	230	\$100 / \$500
	Plaza only	\$26/hr		
	Plaza – tent w/interior rooms**			<i>Fees effective 3/1/14</i>

**Room capacity does not guarantee equipment availability (See “Other”)**

### **Room Descriptions:**

**Freight Room** – Largest room – furthest south

**Baggage Room** – Smaller middle room – considered the “main” entrance for events held in the freight room.

**Kitchen** – Located between the baggage room and freight room.

**Gallery** – Room located furthest north, office occupies some of the space. Office area is not included in rental.

**\*THERE IS LIMITED AVAILABILITY FOR WHOLE FACILITY/ALL DAY USE AND MUST BE COORDINATED WITH PARK STAFF/OTHER DEPOT USER GROUPS**

**\*\*TENT PLACEMENT ON THE PLAZA MUST BE COORDINATED WITH PARK STAFF IN ADVANCE**

Deposits are refundable within 10 working days after the event provided the following conditions have been met.

- a. There has been no damage to the building or property
- b. The facility has been cleaned and returned to its original state.
- c. The user has complied with all rules and terms of this agreement.
- d. No City ordinances have been violated.

If alcohol is going to be served at the event, the renters will have to work with the Washington State Liquor Control Board <http://liq.wa.gov/licensing/banquet-permits> to get the necessary permit and post it conspicuously at the event.

In the event damage has occurred and some portion of the deposit must be surrendered, the balance of the deposit, if any, will be returned within 30 days of the event. In the event damage has occurred that exceeds deposit amount, the City will pursue reimbursement for actual costs of repair of damage.

501(c)3 organizations and registered non-profit corporations in the State of Washington with appropriate documentation will receive a rental reduction of 25%.

Long term renters using the facility on a weekly basis or more, Sundays through Thursdays, will receive a 25% rental reduction. These users may be canceled with one months notice up to 6 times per year. The City will work with these users to find other accommodations if possible.

The maximum rental reduction is 50%.

Premium rates for Holidays is an additional 25%

Refunds given only if cancellation is made two working days in advance of event.

### **MUSIC**

Live or amplified music is only permitted Sunday through Thursday until 9:00 pm and Friday and Saturday nights until 12:00 am. When music is played, the doors facing R Avenue will remain closed. After these times all live or amplified music shall cease. The Depot Arts and Community Center is in a partially residential neighborhood and those using the facility owe consideration to the neighbors.

If the Police Department receives complaints about noise from the music, or general rowdiness in or around the community center, they may exercise their professional judgment and either give the event sponsor a warning or may have the music turned off and may also request the event sponsor to end the event and vacate the premises prior to the regular closing time. There will be no refunds if the event is ended in this manner.

**the Depot**  
*arts & community center*  
**RENTAL INFORMATION & POLICIES**

**OTHER**

Use of candles or any other type of open flame is not allowed.

Use of the tables and chairs are included in the rental fees. There are currently 7 – 6ft. rectangular tables, 12 – 5ft. round tables and 110 plastic chairs.

**FEE ADJUSTMENTS**

All fees at the Depot Arts and Community Center shall be adjusted each year based on the Consumer Price Index – West Region All Items (CUUR0400SA0) as published by the U.S. Department of Labor – Bureau of Labor Statistics. They will be adjusted on March 1<sup>st</sup> of each year based on the previous year-end calculated as follows (with figures being rounded to the nearest whole dollar amount):

$$\frac{\text{Pre- adjustment price}}{1} \quad X \quad \frac{\text{C.P.I. for adjustment year}}{\text{C.P.I for 2011 (227.485)}} \quad = \quad \text{Adjusted Price}$$

**FACILITY OPENING/CLOSING**

A key will be issued to you prior to your event and you will be required to return it to our office at City Hall. Deposits will not be returned if keys are not returned. There will not be a building monitor in the building during your rental time. Basic clean-up will be your responsibility (see attached Rental Clean-up Agreement). This will include taking down all decorations, emptying all garbage cans, putting all equipment back where it came from and removing anything you brought to the event.

**PLEASE LEAVE THE FACILITY IN THE SAME CONDITION AS YOU FIND IT.**

If you should encounter problems with equipment, lighting or keys, please call Gary Robinson at 360-293-7300, 360-661-3601 or 360-941-3499.

***The return of the damage deposit is dependent upon the condition in which your group leaves the facility.***

**SMOKING IS PROHIBITED IN THE BUILDING UNDER WASHINGTON STATE LAW DSHS 24-42.**

**We would like to hear about your experience in renting the “Depot” for your event. Below is a link to take a quick survey:**

**<https://www.surveymonkey.com/s/SX6Y5DJ>**

**We will keep this information confidential and will only use this information to better the experience of other users.**



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**RENTAL INFORMATION & POLICIES**

**RENTAL CLEANUP AGREEMENT**

Rental Date: \_\_\_\_\_  
Day of Week                                      Month                                      Day                                      Year

Rental Hours (Include set up and clean up time): \_\_\_\_\_ to \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Responsible party/contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**RENTER RESPONSIBILITIES:**

GENERAL CLEANLINESS: Including foyer, bathrooms and grounds

1. Stack chairs and return to storage areas.
2. Fold tables and return to storage areas.
3. Remove all food, dishes, cups, beverages, table cloths, etc., from the table tops and clean.
4. In the kitchen, remove all food, dishes, etc., brought in for the event. Place all garbage in the dumpster outside of the building, and reline cans. Clean all counter tops, sinks, and stove top as well as oven if used. Clean any spills on hard floors. Mops are available in the storage room for renter use.
5. Remove all decorations and items brought in the building such as balloons, table decorations, fountains, and ice sculptures.

KITCHEN

1. Sink, stove, oven, microwave, stove top cleaned
3. Counters wiped down
4. Refrigerator emptied of food and beverages, cleaned
5. All equipment turned off
6. Floor swept and spills mopped
7. All items brought in by renter or caterer removed (utensils, bowls, etc.)

The undersigned agrees to the above conditions of cleanup.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date



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611 R Avenue, P.O. Box 547, Anacortes, WA 98221 (360) 293-1918

NAME/or/ORGANIZATION \_\_\_\_\_ 501(c)3#: \_\_\_\_\_

Requested Date(s) \_\_\_\_\_  
 Day of Week \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Rental Hours (Include set up and clean up time): From \_\_\_\_\_ to \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

**ROOM REQUESTED:** \_\_\_\_\_

FEE SCHEDULE & DEPOSITS			
ROOM	RATE	CAPACITY	DEPOSIT
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Plaza only	\$26/hr		
Plaza – tent w/ interior rooms**	\$100		<i>Fees effective 3/1/14</i>

**SMOKING IS PROHIBITED IN THE BUILDING UNDER WASHINGTON STATE LAW DSHS 24-42.**

I am the authorized person in charge of the above activity and information given in this agreement is correct. I further agree as the representative to be bound by the regulations, policies and fee schedules as described in the Depot Arts and Community Center Information and Policies form. It is further agreed that the permittee shall be solely responsible for and hold harmless the City of Anacortes, Depot Arts and Community Center Coordinating Committee and/or their agents from any and all claims or liability for damages or loss of property that may result from any act or omission on the part of the permittee or its agents while using the Depot Arts and Community Center.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ EMAIL (required) \_\_\_\_\_

\*\*\*\*\*

**FOR DEPARTMENT USE ONLY**

Application Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ 501(c)3: Yes \_\_\_\_\_ No \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

**Forms Given to Renter:**

- Rental Application       Rental Clean-up Agreement       Rental Information & Policies       Long Term Users Agreement

Rental Fee:	Amount:	Comments
_____ hrs. @ _____ \$/hr.		
Damage Deposit (*\$500 if alcohol at event)		
TOTAL DUE		
REFUND \$	by:	



*arts & community center*

## **RENTAL INFORMATION & POLICIES**

### **RENTAL CLEANUP AGREEMENT**

It is the responsibility of the renter, or their designated responsible party, to see that the facility is left in the same condition as it was received prior to their event. Any areas not cleaned appropriately may result in all or part of the Damage Deposit being withheld. The City of Anacortes encourages you to recycle. Bins for glass and aluminum and paper are provided.

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5. Remove all decorations and items brought in the building such as balloons, table decorations, fountains, and ice sculptures.

#### **KITCHEN**

1. Sink, stove, oven, microwave, stove top cleaned
3. Counters wiped down
4. Refrigerator emptied of food and beverages, cleaned
5. All equipment turned off
6. Floor swept and spills mopped. Please use water only on the wood floors.
7. All items brought in by renter or caterer removed (utensils, bowls, etc.)