

Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-1661  
Fax (360) 855-0707

## CITY OF SEDRO-WOOLLEY SENIOR CENTER RULES FOR USE AGREEMENT

### 1. PERMITTED USES

The Sedro-Woolley Senior Center Building will be primarily used for the operation of the Sedro-Woolley Senior Center and related senior oriented functions. Private parties, residents and community groups may rent portions of the Sedro-Woolley Senior Center Building for community meetings, classes, and other similar activities on a space available basis and upon approval of the Senior Center Coordinator. No retail sales shall be permitted. No alcoholic beverages shall be permitted. The kitchen is not available for rental use. Any activity not mentioned above will require city council approval. The City reserves the right to deny usage to any person or organization.

### 2. RESERVATIONS

The Sedro-Woolley Senior Center Building may be reserved for the periodic and temporary use of the residents and groups within the City of Sedro-Woolley. Reservations must be made in person at the City Finance Directors Office, where a calendar of such reservations will be maintained. Reservations may be made up to one (1) year in advance of the reserved date. *No reservations shall be made without first coordinating with and receiving written approval of the Senior Center Coordinator.* In most cases, reservations will be allowed for rental periods of less than a full day; the reservation shall indicate the approved rental period which is not to exceed eighteen hours.

### 3. RENTAL FEES

Rental fees for use of the Community Center are as follows:

	RESIDENT	ALL OTHERS	COMMUNITY GROUP
Monday through Thursday	\$ 50.00	\$200.00	\$25.00
Friday through Sunday	\$100.00	\$250.00	\$25.00

Rental fees must be paid at the time the reservation is made. If the reservation is not cancelled in writing at least 60 days before the reservation date, it will not be refunded.

### 4. TIME LIMITS

Persons or groups using the Senior Center *must be out of the premises* as follows:

**Monday through Thursday            11:00 pm**  
**Friday through Sunday                12:00 midnight**

*Please note – Senior Center must be cleaned and locked by the above time(s).*

5. **SECURITY DEPOSIT**

After use of the Sedro-Woolley Senior Center Building, it must be cleaned up and restored to the City in the same condition as found by the user. The person renting the reservation shall be liable for any cost of clean-up and repair. **A security deposit must be paid no less than three (3) days prior to the event, in the sum of \$100.00 dollars cash.** All or a portion of this deposit may be retained if the premises is not cleaned and restored to its original condition or if there is any damage to the premises, furnishings or exterior premises.

This remedy is cumulative, and in addition to any other remedy or cause of action provided by law or agreement. Each group shall have the use of the Sedro-Woolley Senior Center Building as long as they conduct their activities in a lawful manner either inside or outside the building, so as to not interfere with neighboring property owners. The City shall have the right to revoke all privileges if warranted by complaints of excessive noise or any other valid complaint. Complaints against any user of the facility, or violation of any City ordinance, shall be grounds for forfeiture of privileges and forfeiture of security and damage deposit.

6. **KEY**

**All facility keys shall be returned no later than noon of the next working day following its use. Any user not returning a key will be charged the actual cost of re-keying the building and replacing all keys.** All entrances will be secured and locked when the room and building are left at the conclusion of the event being held.

7. **POSTING OF NOTICES**

Devices for posting of notices, etc. shall only be used upon the express consent of the Center's Manager for any program to be held in the building.

8. **PARKING**

***No parking permitted in the Immaculate Heart of Mary Church lot north of the Center without prior written approval of said church. VEHICLES MAY BE TOWED.***

**ADDITIONAL RULES & REGULATIONS**

In addition to the foregoing, the Mayor or his/her designee may make additional rules and regulations for the use of the Sedro-Woolley Senior Center Building, and incorporate the same into the agreement to be signed by the user.

The undersigned will save and hold harmless the City of Sedro-Woolley from all loss, liability or expense resulting from any injury to any person or any loss of or damage to any property at the Center or surrounding area caused by or resulting from any act or omission of the undersigned or any officer, agent employee, guest, invitee, or visitor in or about the rooms, buildings or grounds during the event to be held on the date specified.

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NAME

TODAY'S DATE

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GROUP/ORGANIZATION/EVENT

FINANCE STAFF SIGNATURE

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ADDRESS

STATE

ZIP

PHONE

I, \_\_\_\_\_, CERTIFY UNDER PENALTY OF PERJURY THAT THE ADDRESS GIVEN IS CORRECT AND \_\_\_ INSIDE\_\_\_ OUTSIDE OF THE CITY LIMITS OF THE CITY OF SEDRO-WOOLLEY.

**RENT CHARGE**

No alcohol, live music or dancing

_____ \$ 50.00 Resident	Monday through Thursday
_____ \$ 100.00 Resident	Friday through Sunday
_____ \$ 200.00 All Others	Monday through Thursday
_____ \$ 250.00 All Others	Friday through Sunday
_____ \$ 25.00 Comm. Group	Monday through Thursday
_____ \$ 25.00 Comm. Group	Friday through Sunday

\_\_\_\_\_ **TOTAL RENT**

\_\_\_\_\_ **RECEIPT NO.**

**DEPOSIT CHARGE**

\_\_\_\_\_ \$ 100.00

\_\_\_\_\_ **TOTAL DEPOSIT**

\_\_\_\_\_ **RECEIPT NO.**

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***RENTAL DATE***

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***Approximate time of event***

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***Senior Center Coordinator Signature***