

FACILITY USE APPLICATION & AGREEMENT

Island County Multi-Purpose Center, 141 N. East Camano Drive, Camano Island, WA 98282

REQUESTED DATE(s):		
START TIME:		RENTAL TIMES: 6:00AM - 11:00PM Rental times must include set-up & clean-up time for your event. All supplies must be dropped off during your scheduled rental times. Early arrivals are not permitted. Overnight rentals not permitted.
END TIME:		
NAME of EVENT & GROUP:		
FIRST / LAST NAME (of applicant):		
email address:		
Home Phone #:		
Cell Phone #:		
MAILING ADDRESS (address where the deposit refund is to be mailed)		
Name on Refund Check:		
Mailing Address:		
City, State & Zip:		

DAMAGE DEPOSIT: 100% of the Damage Deposit is due and payable at the time of scheduling. Deposit will be refunded to the mailing address shown above, within 30 days of the building's key return, less any and all:

- ▶ **DAMAGE COSTS** - The Lessee is responsible for all damage costs incurred during the rental period.
- ▶ **ADDITIONAL CLEANING FEES** - A cleaning fee of \$50 per hour if additional cleaning is needed of the facility.
- ▶ **EXCESS TRASH DISPOSAL FEES** - Excess trash left at the facility will be charged actual disposal fees in addition to a cleaning fee of \$50 per hour.
- ▶ **KEY REPLACEMENT FEE** – \$25 if building key is not returned within one week after rental date.

SIGNATURE:

RENTERS INITIALS:

RENTAL RATES* (Total due at time of booking)

1 to 3 hours	\$30.00	
3 to 6 hours	\$60.00	
6 to 12 hours	\$120.00	
Refundable Damage Deposit	\$100.00	\$100.00
TOTAL		

PAYMENT

Check or Cash Only. Make checks payable to **Island County Property Management and** mail to Island County Camano Annex, 121 N. East Camano Drive, Camano Island WA 98282. Please mark attention: Brandi Smith.

Island County will charge a \$35 fee for checks returned with insufficient funds.

*50% reduction for Non-Profit Organizations supporting the poor and infirm. Please provide proof of non-profit 501 (c) (3) or similar. Hourly rental rates are non-refundable. Free to County Departments and related groups performing activities for the County.

RESERVATIONS & KEY CHECK OUT:

Camano Island (360) 678-8265
 Whidbey Island (360) 679-7374
b.smith@co.island.wa.us

**RENTER'S
INITIALS**

AS A RENTER OF THE Island County Multi-Purpose Center YOU AGREE THAT:

1.) Rental reservations are accepted on a first paid/first served basis. Dates will not be held for unpaid reservations.	
2.) Rental hours are consecutive and must include time for delivery of supplies, set-up, take-down and clean-up of the facility.	
3.) Arrangements will be made to check out the key the day before your scheduled event. The key can be checked out from the Camano Annex, Monday through Friday, between 8:00am and 3:00pm (closed between Noon and 1:00pm). The key must be returned before damage deposit is refunded.	
4.) Alcoholic beverages, illegal drugs, marijuana/marijuana products, or gambling are prohibited in the facility.	
5.) No Smoking will occur in the facility. All smoking will be outside, 25 feet from all entrances.	
6.) Fireworks, candles, lanterns or other open flame equipment are prohibited in the facility.	
7.) The facility is to be cleaned before vacating the building. A vacuum is available to meet the vacuuming requirement. The Clean Up List is posted on the bulletin board for convenience. All items brought into the facility are to be removed by the end of the rental period. This includes all food, materials, equipment, furnishings and decorations.	
8.) Rental fee includes leaving one 30 gallon bag of trash. Extra bags left after the end of the rental period will be charged actual disposal fees in addition to a cleaning fee of \$50/ hour.	
9.) RENTER is responsible for the inventory of the furniture and equipment provided in the facility. All furniture must be returned to its original position before leaving the facility. The Furniture Inventory is posted on the bulletin board for convenience.	
10.) Before vacating the building, all lights, thermostats and water fixtures will be turned off.	
11.) The County does not assume responsibility for personal property left unattended in the facility. Lost & found items are held 30 days and then donated to charity or disposed of.	
12.) There will be occasions when the County will need to change or cancel a scheduled event due to emergency County business. The RENTER will have the choice of changing their schedule or return of their deposit.	

Renter hereby assumes full responsibility for the facility used. Renter agrees to comply with all rules and regulations as set forth in this agreement. Renter agrees to comply with all local, state and federal laws and regulations in the use of the facility. Renter agrees to indemnify and to defend Island County, and its elected officials, employees and agents, at Renter's sole expense, and to pay any claim, loss or expense incurred by Island County or any third-party arising out of Renter's negligence, or claimed negligence, willful acts, or for any other loss or claims of Island County or third parties, arising out of Renter's use of the premises hereunder, including the cost of attorney fees, court costs, and all other costs associated with the defense of any such claim. In particular, and in addition to the above, Renter agrees to be fully and solely responsible for any and all damage, loss or liability which is incurred by or threatened upon Island County, arising out of any act done or damage caused by Renter, its guests, employees or agents on the premises at Renter's request, invitation or sufferance, including bodily injury or property damage to third parties, including all attorney fees and costs of defense of any such claim, except only such injury or damage as shall have been occasioned by the sole negligence of Island County. This agreement to indemnify and hold harmless Island County will survive expiration of this Agreement.

DATE _____ SIGNATURE _____ PRINT NAME _____
 RENTER/AGENT OF ORGANIZATION

Thank you very much for renting the Island County Multi-Purpose Center.



Island County Multi-Purpose Center

141 N. East Camano Drive
Camano Island, WA 98282

CLEAN-UP CHECK LIST

Refund of your deposit requires that this list of items be completed before vacating the building:

<input type="checkbox"/>	Leave facility in the same condition it was found
<input type="checkbox"/>	Clean tables and chairs, if used
<input type="checkbox"/>	Place tables & chairs back as per schematic located on bulletin board
<input type="checkbox"/>	Clean sinks, counters and kitchen equipment, if used
<input type="checkbox"/>	Empty refrigerator and building of all food brought in
<input type="checkbox"/>	Vacuum and sweep entire public area. (vacuum is located in the furniture/equipment room)
<input type="checkbox"/>	Carry out all trash (refer to #8 on rental agreement)
<input type="checkbox"/>	Turn down thermostat to 60°, turn off water fixtures and all lights
<input type="checkbox"/>	Lock all doors
<input type="checkbox"/>	RETURN KEY and COMPLETED CLEAN UP LIST to the Camano Annex

KEY ISSUANCE

DATE Key Issued: _____

KEY # _____

DATE of RENTAL: _____ NAME of GROUP/RENTER: _____

AGENT responsible for the KEY: _____ Phone # _____

Island County is issuing a non-duplicate, numbered key to the agent responsible for the group renting the Island County Multi-Purpose Center, as shown above. If the key is not returned within one week after the rental date, there will be a \$25 replacement charge deducted from the damage deposit. **The key is not considered returned until Island County has signed this form as having received the key.** Damage Deposit will be refunded within 30 days of the key return date provided there is no damage to the facility or excessive cleaning required by County staff.

AGENT SIGNATURE _____

OFFICE USE ONLY

DATE KEY RETURNED: _____ RECEIVED BY: _____