

**Centralia Parks & Recreation**  
**BORST PARK KITCHEN #2 RULES AND RESTRICTIONS**

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1. Cancellations received less than ten days before rental period will result in forfeiture of facility rental fee.
2. Party is responsible for picking up the key at the Centralia Parks & Recreation office, located upstairs at Centralia City Hall, between the hours of 8:00 am and 5:00 pm on the day of the event for weekday rentals, or on the last business day before a weekend or holiday rental. Party failing to pick up the key will not be guaranteed access, nor will be refunded their rental fee. Party may have key mailed to them in advance, if the request is made at least 7 days prior to your rental date.
3. Party is responsible for cleaning up after themselves, locking doors and dropping the key in the drop box inside the building upon completion of the event and must vacate the building by the end of the rental period (3:00 pm or 10:00 pm) or will be subject to charges noted on the Assumption of Responsibilities.
4. All beverages must be dispensed in unbreakable containers.
5. The tack strip is to be used only for attaching paper or other lightweight materials with push pins or tacks. All other decorations should be free standing. No staples, nails, tape, adhesives, push pins, tacks or hooks (except existing hooks) on walls, ceiling or furnishings. No confetti, glitter, silly string or other products that leave marks, stains or residue allowed. Candles are allowed if they are not open flame.
6. Groups planning to utilize amplified music/sound or speakers must receive permission from the Centralia Parks & Recreation Department.
7. Groups determined by the Centralia Parks & Recreation Department to need liability insurance must provide a certificate of insurance naming the City of Centralia as additional insured in the amount of no less than \$1,000,000 before building access will be issued. The criteria below is used to determine if insurance is required for your event:
  - Applicant is a business or organization
  - Event involves people other than applicant's family members and close friends
  - Event qualifies as a "special event" by definition of the city
  - There is an admission charge or a charge for anything provided at the event
  - Event attendance and proposed usage fall outside of facility's design
  - Law enforcement will be required for security or traffic control
  - Alcohol will be served or sold

Those groups needing to purchase insurance may do so online through the provider approved by the Washington Cities Insurance Authority (WCIA) at [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com). Insert code 0465-026 for a quote and/or to purchase insurance.
3. Possession or consumption of alcohol is prohibited unless party has purchased liability coverage through WCIA (noted above), and has obtained a banquet permit (if applicable) from the Washington State Liquor Control Board at <http://liq.wa.gov/licensing/banquet-permits>. Possession and consumption of alcohol must remain in the building. If alcohol is sold, additional liquor liability coverage is also required, otherwise just the general liability insurance is needed.
8. No pets/animals allowed in buildings.
9. No political banners or signs allowed outside of the building.
10. Piñatas are allowed in Kitchen #2, but must be hung from designated hook.

## ASSUMPTION OF RESPONSIBILITIES

The primary responsibilities of facility users are to follow the rules of use, clean up after themselves, secure the building and vacate the facility on time. Please note the expectations below:

### Borst Park Kitchen #2 User Responsibilities

Access Building: Building may be accessed on the day of the rental at 7:00 am for a full day reservation or at the start of the rental period for half-day reservation (9:00 am or 4:00 pm).

Floors: Sweep up any debris dropped or tracked in. Mop or wipe up spills. Return all cleaning materials to broom closet.

Garbage: Knot garbage bags and place in trash bin located outside at the front of the building. Replace liners in cans.

Restroom: Pick up any debris. Make sure toilet is flushed.

Kitchen Area: Wipe down counters, stovetops and other areas used. Clean up any spills and remove all food and personal items, including those in refrigerator/freezer. Clean coffee pot after use.

Tables and Chairs Set Up: Set up chairs and tables as needed. Chairs and tables can be transported on their carts. Carts are to be used ONLY to move and store furniture! To avoid damage to tables, pick them up to move them—do not drag them.

Tables and Chairs Take Down/Storage: Wipe down tables and chairs after use before storing. Set aside any broken tables or chairs. Do NOT put away dirty or damaged furniture. Fold and stack all chairs on chair carts (maximum 32 chairs per cart). Fold and return all tables to table carts (12 tables per cart).

Decorations: All decorations must be completely removed prior to leaving the facility. See rules and restrictions page regarding decorations.

Piñatas: Must be no higher than 4 feet and may only be hung from the single silver eyehook in the ceiling beam, located in the southwest corner of the building near the restroom.

Closing: Turn off thermostat switch. Place key in Key Box. Check that all personal items are removed from the building. Turn off lights (security lights will stay on). Lock and secure all exit doors.

Vacate Building: Building must be cleaned and vacated by the end of rental period, either 3:00 pm or 10:00 pm.

**User shall be responsible for damage, excessive uncleanliness, and/or loss of City property and will be charged at the entire cost of repair, replacement, and/or labor expenses.**