

DEPOT MULTI-PURPOSE ROOM APPLICATION



Final Approval Required

DATE REQUESTED: _____

ALTERNATE DATE (if applicable): _____

Monday-Thursday, 10 am - 10 pm (\$150)

Friday - Sunday, 10 am to 10 pm (\$200)

Person in Charge: _____

Name of Organization or Business (if applicable): _____

Address: _____

City/State/Zip: _____

Email: _____

Home Ph: _____ Work Ph: _____ Cell Ph: _____

Type of Activity Planned: _____

Event is: Private Non-Profit For Profit Co-Sponsored by City

Do you have any special requests? _____

The following criteria will be used to determine if liability insurance is required. Indicate all that apply:

- 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. Alcohol will be provided for no cost Alcohol will be sold

Applicants required to have 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. If alcohol is sold, additional liquor liability coverage is also required.

RESERVATION PROCEDURE:

1. Reservations may be made up to 12 months to the day in advance through the Centralia Parks & Recreation office during regular business hours, Monday through Friday, 8:00 am to 5:00 pm.
2. Reservations may be made by phone, in person or online. A party has 10 business days after the date is requested to return completed application with required rental fee. If completed application form and rental fee are not received on or before that day, the reservation date is subject to cancellation and may be reopened to others. Application form and rental fee are due 48 hours before a reserved date if it is sooner than 10 business days.
3. Centralia Parks & Recreation reserves the right to waive or reduce charges for use by local community non-profit organizations providing a letter of determination from I.R.S.
4. Cancellation received less than ten days before event will result in forfeiture of facility rental fee.

AGREEMENT:

Lessee shall defend, indemnify, and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Lessee's use of Premises, or from the conduct of Lessee's business, or from any activity, work or thing done, permitted, or suffered by Lessee in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

I the applicant further agree to adhere to all rules, regulations and policies of the Centralia Parks & Recreation Department. I acknowledge the receipt of the Rules and Restrictions and the Assumption of Responsibilities and agree to take responsibility for compliance. I hereby understand that failure to follow the policies regarding rules, restrictions and user responsibilities will result in fines for penalties and/or labor and material expenses incurred at Centralia Parks & Recreation Department facilities. Billings not paid within 30 days of receipt will be turned over to a collection agency and subject to fees assessed by the collection agency.

Signature of Applicant or Authorized Representative

Date