

**NEW**

**See New Rates  
On Page 13**

**Rosehill Community Center  
Classroom Rental Packet**

~Rental Rates ~Rental Policies ~Application Form ~  
Effective January 2016



*Upper Lobby*



*Frost Room*



*Christiansen Room Patio*

**City of Mukilteo**  
**Recreation and Cultural Services Department**  
**304 Lincoln Avenue**  
**Mukilteo, WA 98275**  
**Phone: 425.263.8180**  
**Fax: 425.353.2457**  
**Email: [recreation@mukilteowa.gov](mailto:recreation@mukilteowa.gov)**  
**Revised: Sept 2015**



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Welcome and thank you for your interest in rental facilities at the Rosehill Community Center. We are committed to providing facilities and services in partnership with the community. The City of Mukilteo Rosehill Community Center reserves the right to change the general operating guidelines and fees as stated herein without prior notice.

#### **WHEN YOU CAN MAKE CLASSROOM RESERVATIONS:**

- **Classrooms** may be reserved two times a year beginning:
  - February 17th for April through August rentals
  - July 13th for September through March rentals.
  - *Rental reservations begin when the community center opens (M-F 6:30am, Sat. 8am and Sun. 9am).*
- *The rental process is as follows:*
  - *Arriving when the building opens is the best chance to secure the date you desire.*
  - *If the same room and date is requested by multiple renters a lottery drawing will be done to determine who gets to reserve the room. One person per event may draw a number in the lottery.*
  - *Priority is given to renters who are in-person, applications by fax or email will be processed after the in-person customers have made their reservations.*
  - No tentative dates will be held.

**\*\*Point Elliott Room may be rented one year in advance, see Point Elliott Room packet for information.**

***The community center is closed for legal holidays and use may be restricted for City events.***

***For questions on availability please call 425.263.8180.***

#### **HOURS OF OPERATION:**

- The Rosehill Community Center will be open and staffed during the following operating hours:

Monday – Friday	6:30 am – 9:00 pm (extended rental hours until 12:00 midnight on Friday ONLY)
Saturday	8:00 am – 9:00 pm (extended rental hours until 12:00 midnight)
Sunday	9:00 am - 4:00 pm (extended rental hours until 10:00pm)
- At no time shall rental functions occur past 9:00 pm (Monday through Thursday) or 12:00 midnight (Friday, Saturday), or 10:00pm (Sunday).

**DEFINITION OF BUSINESS DAYS:** *Business days are considered to be Monday-Friday.*

#### **GENERAL RENTAL POLICIES:**

- **The misuse of the facility or failure to conform with the rules, regulations and general information herein and/or the disrespect of onsite staff, will be sufficient cause to immediately terminate an event. This will result in forfeiture of the damage deposit and denial of any future rentals. The onsite staff has the right to determine when and how this should happen and to involve the Police Department at any time.**
- All rental applicants must be 21 years of age or older and be present during the entire rental use of the facility.
- **Mukilteo resident must be contract holder**, purchase insurance if applicable, pay all fees and attend entire event to receive the resident rental rate.
- The person signing the Rosehill Facility Use Application and or Rental Contract will be considered the responsible party in the case of damage, theft or disturbance during rental the facility use.
- **The person signing the application form** needs to pay the room rental fee, alcohol fee, security deposit, and is responsible for purchasing the insurance, the banquet permit, and/or special occasion license.
- The City request that late night departures be as quiet as possible as the facility is in a residential area.
- Renter is responsible for the behavior and conduct of their guests.
- Rosehill facility staff reserves the right to require chaperones and/or security. All minors must have adequate adult supervision as determined by Rosehill staff.
- Please plan ahead when scheduling your event. All hours booked must run consecutively. When booking your event you must include enough time for delivery of equipment, food, supplies, set up and

decorating, and clean up. No next day clean up is allowed. Overtime fees for staff and facility use will be billed at twice the regular hourly rate with a minimum charge of one (1) hour.

- Rental fees will not be returned to renters leaving early.
- Only the rooms and time period specified on the Rental Contract will be available for your use on the day of your event.
- Whether live or recorded, performers' conduct and performance content must be appropriate for families and general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.
- Applications may be denied or revoked when the applicant has made any misrepresentation or failed to disclose any pertinent information in connection with the Rosehill Facility Use Application.
- Rosehill Community Center is not responsible for loss or damage of personal or rental items during your rental or stored items left in the facility before, during, or after your event.

#### **RENTAL FEES & PAYMENTS:**

- Fees may be paid using cash, check, money orders, VISA, MasterCard, or American Express.
- The rental fee is determined by the Rosehill Fee Schedule, which is subject to change.
- Rentals will be assigned an Event Monitor who will meet the renter at the beginning of the rental time to complete a check-in worksheet and once completed the rental space will then be unlocked. The Event Monitor will be available for turning on the projector, setting up the video screen, controlling the lights and/or any other technical issues that may arise. The Event Monitor will also monitor trash and bathrooms.
- To help insure the return of your security deposit, the responsible party must sign both the check-in and check-out form and sign and record the time on both forms.

#### **Payment due dates:**

- ***Classrooms, Dance Room, Art Room, or Christiansen Room Rentals:***
- Due at time of booking: security deposit, alcohol fee, if applicable, and 100% of the hourly rental fees

#### **SECURITY DEPOSIT:**

- In addition to the rental fees, all Rosehill facility rentals are charged a security deposit. The security deposit amount varies based on the room rented. Refer to the Rosehill Fee Schedule for specific deposit amounts. (Classroom deposit is \$50)
- Security deposits are 100% refundable provided the following conditions are met:
  - Room and facility (including outside if applicable) are left in a clean and orderly condition.
  - Use of the area does not exceed the scheduled time.
  - Additional staff time is not required as part of the rental or after the event.
  - All Rosehill equipment is accounted for and undamaged.
  - Damage to the area or its contents has not occurred.
  - All rules and procedures governing alcohol are met.
  - All rules and procedures governing the Rosehill facility use are met.
- If the above conditions are not met to the satisfaction of the Rosehill staff, an appropriate fee will be deducted from the security deposit.
- Please plan ahead when scheduling your event as overtime charges for staff and facility use will be billed at twice the regular hourly rate with a minimal charge of one (1) hour. Rosehill staff reserves the right to contact the Mukilteo Police Department if renters do not vacate the facility at the time indicated on the rental facility application.
- If the cost of cleaning and/or repair of the facility exceed the amount of the security deposit, the renter will be billed for those additional costs. A cleaning fee will be charged for the cleaning time. Needed repairs will be billed at the full replacement cost incurred, including labor charges.
- Security Deposits paid by credit card will be refunded back to the credit card within five (5) business days after the rental. Security deposits paid by cash, money order or check will be refunded by check within three (3) weeks.

**Alcohol Fee:**

- A classroom alcohol fee of \$50 will be charged for any event serving alcohol. This fee is not refundable.

**TABLES, CHAIRS and EQUIPMENT:**

- The Rosehill Community Center has tables and chairs available for use at no extra charge.
- **You are responsible for your own set up, take down and clean up (page 28 has set-up/clean-up services).**
- On the application, please indicate the number of tables and chairs you will need and the number of people attending your event.
- The Rosehill Community Center has the following equipment available for event usage. Equipment may be reserved depending on availability.
  - Easels
  - Podium
  - DVD player
  - LCD Projector
  - Portable PA System (comes with one wireless mic)
  - Portable screen
  - Ipod player
- Availability of equipment is on a first-come, first-served basis and must be requested IN ADVANCE.
- At the end of the event, renters are responsible for clean up of tables and chairs. Renter's personal belongings must be removed prior to end of rental time.

**MUSIC/DJ/BAND/IPOD/TECHNICAL:**

- The volume of all music must be lowered in volume by 10:00pm per Mukilteo Municipal Code 8.18.20. Volume must not be heard from the outside. Staff will monitor sound volume levels and may ask renter to lower the volume. If volume levels are not maintained, staff and police will shut off the music completely.
- DJs are allowed to bring in their own equipment, plug into an outlet and use their own sound system and speakers.
- No music may be amplified outside during rentals: exceptions include wedding ceremonies and City sponsored events.

**DECORATIONS /RENTED EQUIPMENT/OTHER:**

- Only freestanding floor and table decorations are permitted. Affixing anything to ceiling, walls, lights, doors, columns or windows is prohibited.
- Candles may be used if they are enclosed in a hurricane-type glass or vase. The rim of the container must be at least an inch higher than the flame. No freestanding or tiered candles are allowed.
- Use of dry ice, fog/smoke machines, sparklers, rice, birdseed, glitter, confetti, petals (real or artificial), silly string, inflatables of any type or dance wax are not allowed either ***inside or outside*** the Rosehill facility. **Bubbles** may be used **outside** the building **only**.
- If you are planning on tossing something as the bride and groom leave, please check with the staff to be sure it is allowed. Do not purchase without checking with us first.
- Any additional equipment brought in by the renter must be pre-approved by the Rosehill staff (for example, special electrical equipment, arbors, lights, lifts, platforms, ladders, etc.)
- If you rent equipment or supplies, the delivery and pick up of these items must be arranged a minimum of 14 days in advance with the Rosehill staff and is subject to space availability.
- The use of chalk on any sidewalk or the plaza area is not allowed.

**SMOKING:**

- **Smoking is not permitted anywhere at the Rosehill Community Center or within 25 feet of any door, window, vent, or passage way.** (Reference Chapter 70.160 RCW: Smoking In Public Places)

**BARBEQUES:**

- Gas or charcoal barbeques are not allowed inside, on the deck or patios, or grounds of the Rosehill Community Center.

**ALCOHOLIC BEVERAGES AT YOUR EVENT:**

- Liability insurance is required for **all** events at which alcohol is served or sold. A Liquor Liability Insurance Certificate must be received by Rosehill staff at least 30 days prior to the rental. See the Rosehill Insurance Information Sheet for details on how to obtain this insurance.
- If you hire a licensed caterer or bartender to serve and/or sell alcohol at your event, a copy of their Liquor Liability Insurance Certificate must be received by Rosehill staff at least 30 days prior to the rental.
- You may also need a Banquet Permit or Special Occasion License. See the Rosehill Alcohol Information Sheet for more information.
- Alcohol service is restricted to beer, wine and champagne. Liquor and spirits (gin, whiskey, rum, tequila, etc.) and drinks containing liquor or spirits are prohibited.
- Kegs are allowed under the following conditions:
  - 1) Kegs are only allowed in the, Fowler Room and Art Room. Kegs are prohibited in the Christiansen Room, Vancouver Room, Frost Room, Dance Room, Blue and Green Rooms.
  - 2) Licensed bartender has sent a copy of Class 12 MAST License to Rosehill PRIOR TO EVENT.
  - 3) Licensed bartender will be required to show valid picture identification before tapping and serving.
  - 4) Keg is loaded into Rosehill cooler outside of the building in the parking lot.
  - 5) Keg is tapped by licensed bartender outside of the building in the parking lot. Renter must provide tap.
  - 6) Only 2 kegs allowed in the community center and must be inside Rosehill's keg holder.
  - 7) If renter fails to follow the keg policies, renter's deposits will be forfeited.
- Alcohol is permitted in the Rosehill rental rooms but is prohibited in the lobby areas, Game Room, Rosehill Room, lower level rooms, on the grounds, and in the parking lot. All alcohol must be consumed within the rental space.
- Remember you are responsible for the conduct and behavior of your guests; please make sure they drink responsibly.
- Serving alcohol without the proper approval, outside the defined conditions, and/or in violation of any of the above rules or requirements, may result in a citation by police, immediate shut down of the event, forfeiture of the rental security deposit, and/or additional fees.
- The alcohol table or bar area must be contained inside the rental room, not on the patio, or deck, or in the lobby. This includes coolers and ice chests. This is applicable to all rental rooms at Rosehill Community Center.
- Consumption of alcohol by minors is prohibited by State law. This law will be strictly enforced. The event will be terminated if consumption of alcohol by minors is allowed. In addition, police will be called.
- The individual signing the contract and purchasing the Banquet Permit or Special Occasion License will have the legal responsibility for any guest's consumption of alcohol including personal use of privately provided alcohol including flasks.
- If you have an event that is open to the public and you are NOT a non-profit organization, you cannot serve or sell alcohol.

### **INSURANCE REQUIRED FOR YOUR EVENT:**

- Renters may be required to carry general liability insurance naming the City of Mukilteo as an “additional insured”. Events that require insurance include but are not limited to:
  - Events serving alcohol
  - Events deemed to be high risk
  - Events open to the public
- Obtaining insurance:
  - Your personal insurance agent may be able to provide you with the insurance that is needed.
  - You may obtain insurance through the City of Mukilteo’s insurance broker. The cost of this insurance will vary depending on your event. See Rosehill Insurance Info Sheet.

### **CHECK-IN:**

- For your convenience and safety, there is ALWAYS a staff person on duty during your rental.
- Upon arrival at the Rosehill Community Center you must check in at the front counter. We suggest your designated contact person arrive 15 minutes early to conduct the initial check in.
- You will be asked to sign the check-in form and the check-out form before and after the rental. This is helpful to note any pre-existing room conditions so that you are not held accountable for them and in insure that you have cleaned your rental space and left it in the same condition that you found it.
- Pre-event room inspections will not be conducted if you have already begun your set up.

### **CLEAN-UP and CHECK-OUT:**

- The renter is responsible for cleaning the rental rooms during the rental time period in accordance with the Rosehill Facility Use Checklist.
- Cleaning supplies and equipment are supplied. Ask Rosehill staff to get these for you.
- To help ensure the return of your security deposit, have Rosehill staff complete a post-event inspection at the conclusion of the rental. Simply leave the room in the same shape you found it, clean and useable for the next guest.
- Any cleaning and/or repairs that require staff time and/or materials will result in additional fees and staff/material costs deducted from the security deposit and/or billed to the rental group.
- Failure to follow the Rosehill Facility Check-in Checklist may result not only in additional fees but could also result in denial of future rental usage.
- Please plan ahead when scheduling your event as overtime charges for staff and facility use will be billed at twice the regular hourly rate with a minimal charge of one (1) hour.
- The applicant is responsible for cleaning as follows:  
**Classrooms:** Wipe off tables and chairs, store them back on racks in the corner of the room, remove all personal items, vacuum, remove food, be sure all trash has been removed to the dumpster.

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## Rental Fee Schedule—2015—Rosehill Community Center Rates

Effective 3/2/15\*

Point Elliott - ALL Year-Monday thru Friday	Resident Fee*	Non-Resident Fee*	Non-Profit Fee*
Full Room/Kitchen, Blue & Green Rooms	\$120/hr	\$185/hr	\$120/hr
Full Room w/Kitchen Only	\$110/hr	\$165/hr	\$110/hr
Window Half w/Kitchen, Blue & Green Rooms	\$70/hr	\$105/hr	\$70/hr
Window Half w/Kitchen Only	\$65/hr	\$100/hr	\$65/hr
Stage Half w/Kitchen, Blue & Green Rooms	\$65/hr	\$95/hr	\$65/hr
Stage Half w/Kitchen Only	\$60/hr	\$90/hr	\$60/hr
Point Elliott - May thru September-Saturday	Resident Fee*	Non-Resident Fee*	Non-Profit Fee*
<b>10-Hour Block Minimum</b>			
Full Room w/Kitchen, Blue & Green Rooms	\$1,400	\$2,750	\$1,400
Additional Hours:	\$140/hr	\$275/hr	\$140/hr
Point Elliott - October thru April-Saturday	Resident Fee*	Non-Resident Fee*	Non-Profit Fee*
<b>10-Hour Block Minimum</b>			
Full Room w/Kitchen, Blue & Green Rooms	\$1,300	\$2,200	\$1,300
Additional Hours:	\$130/hr	\$220/hr	\$130/hr
Point Elliott - ALL Year-Sunday	Resident Fee*	Non-Resident Fee*	Non-Profit Fee*
<b>10-Hour Block Minimum</b>			
Full Room w/Kitchen, Blue & Green Rooms	\$1,300	\$2,200	\$1,300
Additional Hours:	\$130/hr	\$220/hr	\$130/hr
Security Deposit			
Point Elliott - Monday thru Thursday:			\$250
Point Elliott - Friday, Saturday or Sunday:			\$400
Alcohol Fee			
Point Elliott Room			\$150

***\*All Fees Subject to Change***

<b>Classrooms / Additional Rooms-ALL Year</b>	<b>Resident Fee*</b>	<b>Non-Resident Fee*</b>	<b>Non-Profit Fee*</b>
Vancouver, Frost & Fowler	\$36/hr	\$45/hr	\$36/hr
Christiansen	\$45/hr	\$60/hr	\$45/hr
Dance	\$45/hr	\$60/hr	\$45/hr
Art	\$45/hr	\$60/hr	\$45/hr
Blue & Green Rooms	\$30/hr	\$40/hr	\$30/hr
Kitchen	\$25/hr	\$35/hr	\$25/hr
<b>Security Deposit*</b>		<b>Additional Charges</b>	
Classrooms, Kitchen, Dance or Art Room		\$50	
<b>Alcohol Fee*</b>			
Classrooms, Kitchen, Dance and Art Room		\$50	
<b>Theater Technical Service Fee*:</b>		\$30/hr	
<b>Outdoor Venues**</b>			
Upper Grassy Area or Plaza (3 hour minimum)		\$300 (\$100/hr)	
Security Deposit		\$200	
Historical Light Station (2 hours)		\$300	
Security Deposit		\$200	
Active Military		\$200 security deposit only	
Wedding Circle (3 hours)		\$75	
Additional hours		\$15/hr	
<b>*Resident Rate Applies to Mukilteo Residents Only</b>			
<b>**NO food allowed at Outdoor Venue functions</b>			

## Rosehill Community Center Additional Fees

### **SECURITY/DAMAGE DEPOSITS:**

Classrooms, Art Room, Dance Room, Kitchen

- Security Deposit - \$50 Deposit

### **ALCOHOL DEPOSIT:**

Classrooms, Art Room, Dance Room, Kitchen

- Event with alcohol - \$50 Fee

### **EQUIPMENT FOR USE:**

The Rosehill Community Center has the following equipment available for event use, when available. Availability of equipment is on a first-come, first-served basis and must be requested IN ADVANCE.

- ❖ Easels, Podium, Wireless Mic, DVD, LCD Projector, Portable PA System

### **CANCELLATIONS, REFUNDS, AND DATE CHANGES:**

**Classroom Policy: Vancouver, Frost, Fowler, Christiansen, Art, Dance, Blue, Green, Kitchen**

***Monday-Thursday Date Changes to Classroom Reservations:***

- Date change received 2 business days or more before your rental date, notice in writing required; all fees transfer.
- Date change received less than 2 days' notice before your rental date, forfeiture of security/damage deposit, new security/damage deposit required, rental fees transfer.

***Friday, Saturday, Sunday Date Changes to Classroom Reservations:***

- Date change received 14 days or sooner prior to rental: all deposits and fees transfer.
- Date change received 13 days or less prior to rental: no refund of any deposits or fees.

***Monday-Thursday Cancellations, Refunds for Classroom Reservations:***

- All cancellations/changes by the renter must be made in writing (email is acceptable).
- Cancellations received 14 days or more prior to rental: 100% refund of hourly rental fees paid and the alcohol fee. The security/damage deposit will not be refunded.
- Cancellations received 13 days or less prior to rental: no refund of deposits or fees.
- Cancellations received within 2 business days of making your reservation, you will be charged a \$10 processing fee; all other fees refunded.
- A full refund will be given if the City of Mukilteo cancels a Rosehill facility reservation.

***Friday, Saturday, Sunday Cancellations, Refunds for Classroom Reservations:***

- All cancellations/changes by the renter must be made in writing (email is acceptable).
- Cancellations received 14 days or more prior to rental: 100% refund of hourly rental fees paid and the alcohol deposit. The security/damage deposit will not be refunded.
- Cancellations received 13 days or less prior to rental: no refund of deposits or fees.
- A full refund will be given if the City of Mukilteo cancels a Rosehill facility reservation.

***No Shows:***

If a rental does not show for their scheduled rental, it will be treated as a cancellation, the security/damage deposit, alcohol fee, and room rental fees will be forfeited.

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### Upper Level Room Occupancy

Room Name	Dimensions	Occupancy with Round Tables & Chairs	Theater Style Occupancy	Occupancy with Rectangle Tables & Chairs	Amenities
Vancouver Room	27.5' x 32.5' (893 sqft.)	40 5 rounds/8 each =	45	3 rows of 5 tables/2 each = 30	Classroom includes tables and chairs; white board.
Frost Room	25.5' x 32.5' (828 sqft.)	32 4 rounds/8 each =	39	2 rows of 5 tables/2 each = 20	Classroom includes tables and chairs; white board.
Fowler Room	27.5' x 32.5' (893 sqft.)	40 5 rounds/8 each =	45	3 rows of 5 tables/2 each = 30	All purpose floor, tables and chairs, white board.
Christiansen Room	23.5' x 35.5' (834 sqft.)	48 6 rounds/8 each =	50	3 rows of 5 tables/2 each = 30	Tables, chairs, kitchenette, restroom, patio
Green Room	15' x 15' (225 sqft.)				Mirror, sink, all purpose floor.
Blue Room	22' x 17' (374 sqft.)				Restrooms, mirror, all purpose floor.
Kitchen	388 sq. feet	N/A	N/A	N/A	

### Lower Level

Room Name	Dimensions	Occupancy with Round Tables & Chairs	Theater Style Occupancy	Occupancy with Rectangle Tables & Chairs	Amenities
Art Room*	20' x 46' (920 sqft.)	48 <i>*No 60" Rounds Allowed</i>	50	15 rectangles/2 each = 30	Sink, tables, chairs
Dance/Aerobics Room	28' x 46' (1288 sqft.)		29		Mirrors and ballet bars.
Weights/Fitness Room	24' x 46' (1104 sqft.)	N/A	N/A	N/A	Cardio equipment, weight machines, mats, exercise balls.
Game Room	15' x 47' (705 sqft.)	N/A	N/A	N/A	Ping-pong table, games.

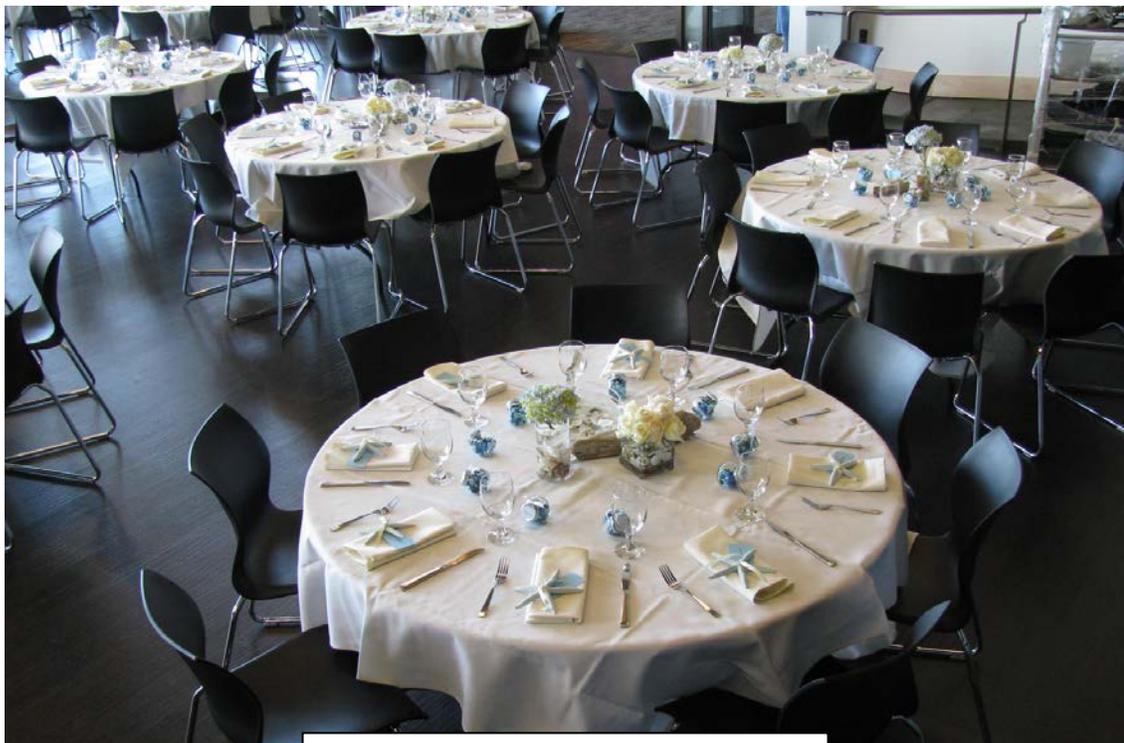
**Tables and Chairs at Rosehill Community Center**



*Chair – at Rosehill Community Center  
the chairs are **black** with chrome*



*Rectangular Tables –2' x 4.5'*



*Round Tables – 60" – Seats 8*

**Rental Fee** \_\_\_\_\_ **Center**

**Rate Change Effective 5/1/2014**  
**Rosehill Community Center**

<b>EVIDENCE OF BANQUET PERMIT OR SPECIAL OCCASION LICENSE MUST BE PROVIDED NO LESS THAN 30 DAYS PRIOR TO THE RENTAL</b>
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*A renter serving beer from a keg must have a licensed bartender and provide a copy of the bartender's state license at least 30 days before the event.*

**For Non-Profit Organizations Selling Alcohol:**

- Special Occasion License is issued to **non-profit organizations** holding special events at which alcohol is **sold** by the drink. Examples of such events are fundraisers or wine-tastings.
- Special Occasion license applications **must be filed at least 45 days in advance of the event** with the Washington State Liquor Control Board ([www.liq.wa.gov](http://www.liq.wa.gov).) The fee is \$60 per day per location. The organization must have the license in hand before it can purchase the alcohol for resale.
- All proceeds from the sale of liquor at a special occasion event must be retained by the nonprofit organization.
- A copy of the approved Special Occasion License should be received by the Community Center 30 days prior to the use of the facility.
- Caterers may submit their Class I license in lieu of the rental group obtaining a special occasion license. The Special Occasion License or Caterer Class 1 license must be posted in the rental space during the event. If a renter is planning on using the Caterer's Class I license, the Business License must have the endorsement and they must provide us with a copy of their license with this endorsement.
- Liquor liability insurance is required for **all** events at which alcohol is being sold. The Liquor Liability Insurance certificate must be received by the community center 30 days prior to the rental.
- The actual Banquet Permit or Caterer's Business License with endorsement must be posted in the facility during the event

**For Serving Alcohol at a Private, Invitation Only Event:**

You Will Need a Banquet Permit:

- It can be obtained from the State of Washington Liquor Control Board for \$10 at <https://liq.wa.gov/licensing/online-banquet-permit>.
- A Banquet Permit is required to allow the service and consumption of alcohol at a private, (**NOT** open or advertised to the public), invitation-only banquet or gathering in a public place.
- Caterers may submit their Class I license in lieu of the rental group obtaining a banquet permit. If a renter is planning on using the Caterer's Class I license, the Business License must have the endorsement and they must provide us with a copy of their license with this endorsement.
- Liquor liability insurance is required for **all** events. The Liquor Liability Insurance certificate must be received by the community center 30 days prior to the rental.
- Alcohol must be provided free of charge by the renter. Package deals are allowed that may include the cost of dinner, alcohol and entertainment. No separate or additional charge may be made for alcohol.
- The actual Banquet Permit or Caterer's Business License with endorsement must be posted in the facility during the event.

You will need Insurance

Insurance through City's broker:

- You may obtain insurance through the City of Mukilteo's insurance broker, Washington Cities Insurance Authority (WCIA). The cost of this insurance will vary depending on your event. **All requests made through WCIA must be made 30 days in advance.**
- See the Rosehill Community Center Insurance Information Sheet for instructions on obtaining a quote from WCIA.

Insurance through personal agent/broker:

- Your personal insurance agent may be able to provide you with the insurance that is needed. Be sure your policy includes liquor liability.

Liability Insurance requirements:

- Alcohol Liability
- \$2,000,000 general Aggregate, \$1,000,000 per person, per incident
- City of Mukilteo listed as "additionally insured"
- Date, time, and location of the event
- Endorsement that the renter's insurance coverage shall be primary insurance as respects to the City of Mukilteo

**EVENTS THAT REQUIRE INSURANCE INCLUDE BUT ARE NOT LIMITED TO:**

- **Events serving alcohol**
- **Events anticipating 200 or more people**
- **Events deemed to be high risk**
- **Events open to the public**

**GENERAL LIABILITY INSURANCE:**

- The renter shall produce and maintain for the duration of the Facility Use Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with use of the Rosehill Community Center facilities.
- Insurance must cover premises, products, completed operations and contractual liability. The City of Mukilteo shall be named as an “additional insured” with the endorsement on the renter’s General Liability insurance policy. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.
- The insurance policy shall contain, or be endorsed to contain, that the renter’s insurance coverage shall be primary insurance with respect to the City of Mukilteo. Any insurance, self insurance, or insurance pool coverage maintained by the City of Mukilteo shall be excess of the renter’s insurance and shall not contribute to it.
- The renter shall furnish the City of Mukilteo with an original certificate and a copy of the amendatory endorsements, including the “additional insured” endorsement, evidencing the insurance requirements of the renter 30 days prior to the rental date.

**LIABILITY INSURANCE FOR EVENTS SERVING ALCOHOL:**

- Liability Insurance is required for **all** events at which alcohol is served or sold. The Liability Insurance Certificate must be received by the Rosehill Community Center at least 30 days prior to the rental. See the Rosehill Community Center Alcohol Information Sheet to determine if you also need a Banquet Permit or Special Occasion License.
- Liability Insurance must include the following:
  - Alcohol liability clause
  - Limits of no less than \$2,000,000 general aggregate and \$1,000,000 per person/per incident
  - City of Mukilteo must be listed as “additionally insured”
  - Date, time, and location of the event
  - Endorsement that the renter’s insurance coverage shall be primary insurance as respects to the City of Mukilteo

**OBTAINING INSURANCE:**

- Your personal insurance agent or an insurance agency may be able to provide you with the insurance that is needed.
- You may also obtain insurance through the City of Mukilteo’s insurance broker, Washington Cities Insurance Authority (WCIA). The cost of this insurance will vary. The instructions below describe how to get a quote or purchase insurance through WCIA.

**WASHINGTON CITIES INSURANCE AUTHORITY (WCIA) - TENANT RENTER LIABILITY INSURANCE PROGRAM**

Instructions for obtaining a quote and/or insurance are as follows:

Access the site at <http://www.wciapool.org>

On the far right click on One-Day Insurance TULIP

Look at Item #1 and click where it says [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com)

On far right click on Tulip-Event Insurance/Purchase or Quote

This will take you to a screen where you will need to enter a facility code and answer questions.

The facility codes are as follows:

- Rosehill Community Center: ID Code 0465-107
- Rosehill Community Center + Wedding Circle: same day, same event ID Code 0465-393
- Rosehill Community Center + Historic Light Station: same day, same event ID Code 0465-394
- Lighthouse Park Shelters: ID Code 0465-180
- Historic Light Station Grounds/Building: ID Code 0465-264
- Wedding Circle: ID Code 0465-180
- Renting both the Point Elliott Room & Outdoor space enter ID Code 0465-410
- Renting just the outdoor space enter ID Code 0465-409

The Renter answers questions about the event.

**Do not click the Liquor Liability button unless you are selling alcohol.**

The Renter then clicks on “Quick Quote” for the cost of the insurance.

If the Renter elects to purchase the insurance they fill in Renter (the insured) contact information.

The transaction is completed with credit card on-line. Visa and MasterCard are accepted for payment.

In a matter of minutes (after credit card approval) an insurance certificate will be emailed to the Renter (contact information email address) and to the Rosehill Community Center (WCIA member) email address.

**Access to this program is only available on-line and payment must be by VISA or MasterCard.**

*Rosehill Community Center*     *Historic Light Station*

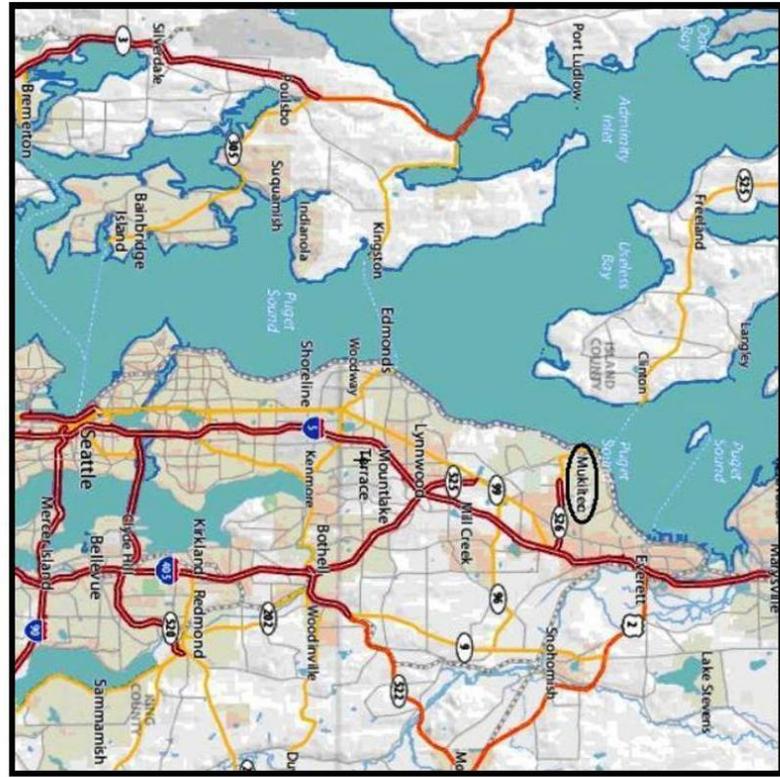
Rosehill Community Center  
 304 Lincoln Avenue  
 Mukilteo, WA 98275

**425. 263. 8180**     **recreation@ci.mukilteo.wa.us**

Lighthouse Park  
 609 Front Street  
 Mukilteo, WA 98275

*Covered Picnic Shelters*     *Wedding Circle*

Mukilteo Historic Light Station  
 609 Front Street  
 Mukilteo, WA 98275



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**Rosehill Community Center  
Frequently Asked Questions**

304 Lincoln Avenue, Mukilteo, WA 98275  
Phone: 425.263.8180 Fax: 425.353.2457  
[recreation@ci.mukilteo.wa.us](mailto:recreation@ci.mukilteo.wa.us)

**Q: Can I check room availability online?**

A: You will need to call the Rosehill Community Center at 425.263.8180 or send an email to [recreation@ci.mukilteo.wa.us](mailto:recreation@ci.mukilteo.wa.us) to check availability.

**Q: What hours is the Rosehill Community Center open? What hours can I rent rooms?**

A: The Rosehill Community Center is to be open and staffed during the following hours:  
Monday – Friday 6:30 am – 9:00 pm (extended rental hours until 12:00 midnight for Fridays only)  
Saturday 8:00 am – 9:00 pm (extended rental hours until 12:00 midnight)  
Sunday 9:00 am – 4:00 pm (extended rental hours until 10:00pm)  
At no time shall rental functions occur past 9:00 pm (Monday through Thursday) or 12:00 midnight (Friday, Saturday) or 10:00pm (Sunday).

**Q: Is the public allowed in the building when I'm holding an event at Rosehill Community Center?**

A: If your event is during normal operating hours, then yes, the public may be in the building. However, the room(s) you rent will be just for your guests - the general public will not be allowed to walk through or use your rented space. If your event is after hours, the public will not be allowed in the building.

**Q: Is the Rosehill Community Center open on holidays?**

A: The Rosehill Community Center is NOT available for rent on the following days: New Year's Day (January 1), Martin Luther King, Jr. Day (3rd Monday in January), Presidents' Day (3rd Monday in February), Easter Sunday, Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (1st Monday in September), Veterans' Day (November), Thanksgiving Day holiday (4th Thursday & Friday in November), and Christmas Day (December 25). The Rosehill Community Center is not available for extra hour rentals on Christmas Eve or New Year's Eve. In addition, the Recreation Department hosts special events several times a year and the Community Center is not available to rent on these dates. Examples of these events are Valentine's Day Dance (February), Annual Garage Sale (April), Touch-a-Truck (May), Boo Bash (October), Tree Lighting (December).

**Q: Do you provide the linens, dishes, serving pieces, etc. for rentals at Rosehill Community Center?**

A: We do not provide these items but they can be procured through your caterer or rental company.

**Q: What equipment, facilities, and staffing come with my rental of a Rosehill Community Center room?**

A: Rental of Rosehill Community Center rooms includes tables, chairs, sound system (Pt. Elliott Room only), lighting, and window coverings.

**Q: When do you accept deliveries?**

A: Deliveries can be made at the start time of your contract. Depending on availability, we may be able to accept deliveries earlier than your start time. Please contact the Rosehill Community Center at 425.263.8180. All items must be removed by the end of your event.

**Q: Who will set up my tables and chairs? Who will take down the tables and chairs and clean up after the event?**

A: The set up of tables and chairs, takedown of tables and chairs, and cleaning of the room after the event are the responsibility of the renter. You must perform these tasks during your contracted rental hours and you must leave the room the way you found it. You will not be allowed into your rental space until the contracted start time. (see page 28 for companies that provide these services)

**Q: Can I arrive early or the night before to set up my event?**

- A: Set up time must be part of the contracted event time. If you wish to come in early or the night before, you are welcome to book the space, based on availability. Arriving earlier than your contracted start time will incur additional cost.
- Q: Our event is going to end very late at night. May we come back the next day to clean up?**
- A: When booking your event you must include enough time for delivery of equipment, food, and supplies, for set up and decorating, and for clean up. No next day clean up is allowed. Cleaning supplies are provided.
- Q: What is the charge if my event runs over the contracted hours?**
- A: Overtime fees for staff and facility use will be billed at twice the regular hourly rate with a minimum charge of one (1) hour.
- Q: What are your catering rules and regulations? Can we provide our own food? Can we have a potluck?**
- A: You are welcome to bring your own food, have a potluck, or have a caterer of your choice. The Kitchen is not a commercial kitchen but it does include ovens, stove, refrigerators, freezers, and a commercial dishwashing system. We suggest that you bring prepared food and use the Kitchen for warming, service preparation, and dishwashing. Please see the *Kitchen Amenities* list to determine what is and is not included.
- Q: Are we required to use one of the caterers listed on your *Caterers & Event Resources* list or can we bring in a caterer of our choice?**
- A: The City of Mukilteo allows you to bring in any caterer of your choice.
- Q: Does the Rosehill Community Center charge a Catering Fee?**
- A: No.
- Q: Can we use barbecue grills or propane tanks to cook food for our event?**
- A: Barbecue cooking is permitted at Lighthouse Park but it is not permitted at Rosehill Community Center.
- Q: Is alcohol service allowed at the Rosehill Community Center?**
- A: Yes, alcohol is allowed in the Point Elliott Room and in the classrooms. Please see the *Alcohol Information* sheet for information on alcohol use, service, and required insurance.
- Q: What type of alcohol can we have at our event at the Rosehill Community Center?**
- A: Beer, wine, and champagne may be served. Hard liquor is not allowed.
- Q: Who can serve alcohol during our event?**
- Beer, wine and champagne in **bottles or cans** does not require a State of Washington licensed bartender. Kegs are allowed under the following conditions:
- 1) Kegs are only allowed in the Fowler Room and Art Room. Kegs are prohibited in the Christiansen Room, Vancouver Room, Frost Room, Dance Room and Blue and Green Rooms.
  - 2) Licensed bartender has sent a copy of Class 12 MAST License to Rosehill PRIOR TO EVENT.
  - 3) Licensed bartender will be required to show valid picture identification before tapping and serving.
  - 4) Keg is loaded into Rosehill cooler outside of the building in the parking lot.
  - 5) Keg is tapped by licensed bartender outside of the building in the parking lot. Renter must provide tap.
  - 6) Only 2 kegs allowed in the community center and must be inside Rosehill's keg holder.
  - 7) If renter fails to follow the keg policies, renter's deposits will be forfeited.
- Insurance and a banquet permit or special occasion license is also required.
- Q: When and where can alcohol be distributed at Rosehill Community Center?**
- A: Service is allowed during your rented event hours. When renting the classrooms, alcohol service must end 1.0 hour prior to your contractual end time. All alcohol must be consumed within your rented rooms and it is not allowed in the hallways or lobbies. The serving of alcohol must take place inside the rental room, not on the

patio, deck, plaza, or lobbies. Keg coolers, other coolers or containers of alcoholic beverages are not allowed on the patio, deck, plaza, or lobbies.

**Q: Do you require event insurance? What does this involve? When must I provide a copy of the completed insurance?**

A: Insurance may be required depending on the size of the event and whether alcohol will be served. For Rosehill Community Center rentals, please see the *Insurance Information* sheet. For Lighthouse Park rentals, please see the *Picnic Shelter Rental Guidelines* or the *Mukilteo Light Station Rental Information*.

**Q: Am I required to obtain a Permit for my private event? May I have a cash bar at my private event?**

A: When serving any alcohol at your event, you must obtain a Banquet Permit at <https://liq.wa.gov/licensing/online-banquet-permit>. During your event, the Permit must be posted in a conspicuous place. You cannot have a cash bar at a private event. Alcohol must be provided free of charge or brought to the event by those attending. Package deals are allowed that may include the cost of dinner, alcohol and entertainment. Events open to the general public may not serve alcohol. Please see the *Alcohol Information* sheet for information concerning using a caterer's business license with endorsement in place of a banquet permit.

**Q: Do I need a Special Occasion License for my non-profit fundraising event? May we sell alcoholic drinks at our fundraising event at Rosehill Community Center?**

A: Yes, you must have Special Occasion License if your non-profit organization is holding an event at which alcohol is sold by the drink. Examples of such events are fundraisers or wine-tastings. Special Occasion License applications must be filed at least 45 days in advance of the event with the Washington State Liquor Control Board ([www.liq.wa.gov](http://www.liq.wa.gov).) See site for fee. The organization must have the license in hand before it can purchase the alcohol for resale. All proceeds from the sale of liquor at a special occasion event must be retained by the non-profit organization. A copy of the approved Special Occasion License must be received by Rosehill Community Center 30 days prior to the use of the facility. Please see the *Alcohol Information* sheet for further information regarding use of the caterer's business license with endorsement in place of the special occasion license.

**Q: If we are charging admission and/or opening our event to the public, must I submit any paperwork to the Rosehill Community Center?**

A: Yes, if your event charges an admission fee or is open to the public you will need event insurance. Please see the *Insurance Information* sheet.

**Q: How old must I be to rent a room at Rosehill Community Center?**

A: All rental applicants must be 21 years of age or older and must be present during the entire rental use of the facility. The person signing the *Rosehill Facility Use Application* and the Rental Contract will be considered the responsible party in case of damage, theft or disturbance during rental facility use.

**Q: Our event is for children and teens. Do we need to have adults at the event?**

A: Rosehill Community Center staff reserve the right to require chaperones and/or security. All minors must have adequate adult supervision as determined by Rosehill staff.

**Q: Our event might end earlier than planned. Can we get a refund if we leave early?**

A: No, rental fees will not be returned to renters leaving early.

**Q: We are renting the Point Elliott Room for a large event. If other rooms are vacant during our event, may we use them?**

A: Rental of the Point Elliott Room includes use of the Kitchen, Stage, Blue Room, Green Room, Props Room, and deck. You may also use the Lobby for non-food and non-beverage items, although you will not have exclusive use of that area. If you also want to use the classrooms, you must rent them separately – their use is not included in your rental contract. Neither alcohol or food may be served in the Lobby because it is a common use

area open to minors. The Game Room and the Rosehill Room are open public areas and are closed for use when the building is closed to the public.

**Q: We are holding an adult-only performance event. Are there any limitations?**

A: Whether live or recorded, performers' conduct and performance content must be appropriate for families and general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.

**Q: Is there any reason the Rosehill Community Center might cancel my reservation?**

A: It is very unlikely that your reservation will be cancelled by Rosehill Community Center staff. If we do have to cancel it, your deposit and any rental fees paid will be refunded. However, reservations may be denied or revoked when an applicant has made any misrepresentation or failed to disclose any pertinent information in connection with the *Rosehill Facility Use Application*.

**Q: Can I decorate the rooms I'm renting at Rosehill Community Center?**

A: Only freestanding floor and table decorations are permitted. Affixing anything to ceiling, walls, lights, doors, columns or windows is not allowed. Candles may be used if they are enclosed in a hurricane glass or vase. Use of dry ice, fog/smoke machines, rice, birdseed, glitter, sparklers, confetti, petals whether real or fake, and dance wax are **not** allowed either inside or outside the Rosehill facility. Bubbles are permitted outside the building. Any equipment brought in by the renter must be pre-approved by the Rosehill staff (for example, special electrical equipment, arbors, lights, lifts, platforms, ladders, etc.) Obtain easy release tape from the front office for taping down floor cords. This tape is not allowed anywhere else in the space.

**Q: Is smoking allowed at Rosehill Community Center?**

A: Smoking is not permitted anywhere at the Rosehill Community Center or within 25 feet of any door, window, vent, or passage way. (Reference Chapter 70.160 RCW: Smoking In Public Places).

**Q: What forms of payment may I use?**

A: Fees may be made using cash, check, money orders, VISA, MasterCard, or American Express.

**Q: Do I have to pay for Rosehill Community Center staff in addition to my rental fee?**

A: Rosehill Community Center staff will determine the appropriate staffing level required for your event. If additional staff is needed, an hourly fee for an Event Monitor or Theater Technician will be added to your rental fee.

**Q: Are we allowed to have a DJ or a band?**

A: Yes. The City of Mukilteo does have a noise ordinance that goes into effect at 10:00 pm, but your Event Monitor will monitor the noise level outside and let you know if the music becomes too loud.

**Q: Can we throw rice, birdseed, confetti, etc.?**

A: No. Rice, confetti, birdseed, glitter, silly string or petals whether real or fake or any other article that creates debris is prohibited. Bubbles are permitted outside the building only. Check with Rosehill staff before purchasing.

**Q: Is parking available?**

A: Yes, there are two parking lots adjacent to Rosehill Community Center. Parking is free and is first-come first-serve.

**Q: How do I find Rosehill Community Center?**

A: We are conveniently located about 30 minutes north of Seattle, just off Interstate 5. Directions with a map are available at this link: *Driving Directions*.

**Q: Who qualifies for a non-profit rate?**

A: Any 501c3 non-profit entity and government agencies qualify for the non-profit rate.

**Q: Is Rosehill Community Center accessible?**

A. Yes, the entire facility is ADA accessible to persons with disabilities.

**Outdoor Plaza/Upper Lawn at Rosehill**

**Q: Can I use the plaza or grassy area for my wedding or reception**

A: The Plaza and Upper Lawn are available for Wedding Ceremonies ONLY. No receptions are allowed. There is no food, no beverages, except water, and no alcohol allowed in the outdoor spaces. Please request an Outdoor Rental Packet for complete information.

<b>Services that provide set-up and cleaning</b>
<b>Ladybug's, Everett, 425.750.4943</b>
<b>At Your Service, 425.673.4730</b>

**Classroom Application Form**

**Rosehill Community Center  
Facility Use Application  
304 Lincoln Avenue, Mukilteo, WA 98275  
Phone: 425.263.8180, Fax: 425.353.2457  
[recreation@mukiteowa.gov](mailto:recreation@mukiteowa.gov)**

Today's Date: \_\_\_\_\_ Date of Your Event: \_\_\_\_\_

Applicant/Organization: \_\_\_\_\_ Non-Profit ID# \_\_\_\_\_

Contact/Responsible Person: \_\_\_\_\_

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

City/Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Event title: \_\_\_\_\_

Email: \_\_\_\_\_

**Room Requested:**

- Captain Vancouver Room**
- Morris Frost Room**
- Jacob Fowler Room**
- Peter Christiansen Room**
- Dance Room**
- Art Room** (round tables are not available for the Art Room)

<b>Directional Sign to Read:</b>
----------------------------------

How many people will attend your event including children? \_\_\_\_\_

Type of Event: \_\_\_\_\_

***Rental Hours Must be Continuous***

Rental Start Time: \_\_\_\_\_

Rental End Time: \_\_\_\_\_

Guests/Attendees Arrival Time: \_\_\_\_\_

What time does set up begin: \_\_\_\_\_

What time does clean up begin: \_\_\_\_\_

**EVENT DETAILS:**

Is this event open to the public? **Yes**      **No**

If yes, liability insurance will be required.

Will you be charging admission fee? **Yes**      **No**

If yes, liability insurance will be required.

Will you be serving alcohol? **Yes**      **No**

- *Service allowed inside rental room only. (Christiansen Room renters may be on attached patio)*
- If yes, banquet permit and liability insurance will be required.

Are you a non-profit selling alcohol at your event? **Yes** **No**

- Special occasion license or a Caterer's Business License with endorsement.
- Certificate of Liability Insurance required.
- Service allowed inside rental room only.
- Bar closes 1 hour before contract ends.

**TABLES AND CHAIRS:**

How many 60" round tables will you need? \_\_\_\_\_ (round tables are not available for the Art Room)

How many 2' x 4.5' tables will you need? \_\_\_\_\_

How many chairs will you need? \_\_\_\_\_

**FOOD/CATERING:**

Are you bringing in food? **Yes** **No**

Who will provide the food?

- Caterer-delivered
- Caterer contact name and phone \_\_\_\_\_

**DECORATING:**

Do you plan to use candles, sterno, or other open flame items? **Yes** **No**

Describe decorations (refer to rental packet for decorating rules):

---

**MUSIC:**

Will there be music? **Yes** **No**

If yes, how is the music provided?

Ipod/CD

**EQUIPMENT:**

Are you renting equipment? **Yes** **No**

If yes, rental company contact and phone: \_\_\_\_\_

Describe equipment you are bringing in? \_\_\_\_\_

**AUDIO VISUAL NEEDS:**

LCD Projector (portable) **Yes** **No**

Screen **Yes** **No**

Small Portable Sound System **Yes** **No**

CD Player **Yes** **No**

I-pod Player **Yes** **No**

Podium **Yes** **No**

**You must be 21 years or older to submit an application.**

The information given in this application is said to be true under the penalty of perjury by the laws of the State of Washington and regulations of the City of Mukilteo. I understand the City of Mukilteo reserves the right to deny use, change, or cancel any part of this rental application and any related scheduled activities.

There is no legal or binding commitment between the Renter and the City of Mukilteo until after the Rental Contract is signed by both parties and initial fees have been paid.

**Indemnification/Hold Harmless**

User 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 the use of Premises or from any activity, work or thing done, permitted, or suffered by the User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

**User Acknowledgement/Agreement**

I hereby assume full responsibility for the facility’s use and agree to comply with all rules and Regulations of the City of Mukilteo. The information given in this application is said to be true under the penalty of perjury by the Laws of the State of Washington and regulations of the City of Mukilteo. I understand the City of Mukilteo reserves the right to deny use, change, or cancel any part of this Application and any related scheduled activities.

Signature of Renter	Date
Signature of City of Mukilteo	Date

**Please read and initial. Your initial represents acceptance of Rosehill Community Center Policy:**

\_\_\_\_\_ I have read all the Rosehill Rental Facility Guidelines and agree to abide by all policies including the refund policy. ***\*\*All cancellations forfeit the security deposit.\*\****

\_\_\_\_\_ I am aware I must not arrive earlier than my rental time noted on my Rental Contract.

\_\_\_\_\_ I am aware I must not exceed the rental end time indicated on my Rental Contract. I agree to vacate the Rosehill Community Center at the time indicated on this application. The Rosehill Community Center reserves the right to contact the Mukilteo Police Department if renter does not vacate the building at the time indicated on the application form. If renter stays past the time on the application, renter will automatically lose their damage deposit(s) and will be charged double the hourly rate and double the staff rate. Partial hours are treated as whole hours.

\_\_\_\_\_ I am aware that I am responsible for the set-up and clean-up and I have reserved sufficient time for these tasks to be completed within my rental time.

\_\_\_\_\_ I am aware I must inform all third party vendors of all City of Mukilteo Policies and Procedures and that they must abide by these during my event.

\_\_\_\_\_ I am aware that the City of Mukilteo is unable to provide storage or accept deliveries for my event.

\_\_\_\_\_ I am aware that I am responsible for my group and all guests, including children. Guests must stay within the rental space and children will be accompanied by an adult at all times.

\_\_\_\_\_ I understand that all fees must be paid on or before the due dates or there is a risk of losing the rental space.

\_\_\_\_\_ I understand and will abide by the clean-up guidelines listed in the Rental Guidelines.

\_\_\_\_\_ I agree to obey the rules regarding the serving of alcohol as set forth in the Rental Guidelines.

\_\_\_\_\_ The Rosehill Community Center staff reserves the right to contact the Mukilteo Police Department if we do not obey these rules. Unauthorized alcohol automatically forfeits renter's damage deposits.

Please review the following documents within the packet:

- Rental Policies
- Rental Fee Schedule and Additional Fees
- Alcohol Information Sheet
- Insurance Information Sheet
- Room Layout Options
- Maps
- Frequently Asked Questions