

Rosehill Community Center
Classroom Rental Packet
~Rental Rates~ ~Rental FAQ's~ ~Application Form~



Christiansen Room



Vancouver Room



Rental Hours

| | |
|-------------------|--------------------|
| Monday – Thursday | 6:30 am – 9:00 pm |
| Friday | 6:30am – Midnight |
| Saturday | 8:00 am - Midnight |
| Sunday | 9:00 am - 10:00 pm |

Community Center Hours

| | |
|-----------------|-------------------|
| Monday – Friday | 6:30 am – 9:00 pm |
| Saturday | 8:00 am – 9:00 pm |
| Sunday | 9:00 am – 4:00 pm |

RATES & FEES

| Classrooms | |
|-----------------------------------|-----------------|
| <i>Fees are subject to change</i> | |
| <i>Rooms</i> | <i>Rate/Fee</i> |
| Vancouver Room | \$58/hr. |
| Frost Room | \$58/hr. |
| Fowler Room | \$58/hr. |
| Christiansen Room | \$76/hr. |
| Dance Room | \$76/hr. |
| Art Room | \$76/hr. |
| <i>Security Deposit</i> | \$100 |
| <i>Alcohol Fee</i> | \$75 |

City of Mukilteo residential discount may apply.

Upper Level

| 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 sq. ft.) | 40 5 rounds 8 people each | 45 | 40 3 rows of 5 tables 2 people each | Classroom includes tables and chairs; white board. |
| Frost Room | 25.5' x 32.5' (828 sq. ft.) | 32 4 rounds 8 people each | 39 | 30 2 rows of 5 tables 2 people each | Classroom includes tables and chairs; white board. |
| Fowler Room | 27.5' x 32.5' (893 sq. ft.) | 40 5 rounds 8 people each | 45 | 40 3 rows of 5 tables 2 people each | All-purpose floor, tables and chairs, white board. |
| Christiansen Room | 23.5' x 35.5' (834 sq. ft.) | 48 6 rounds 8 people each | 50 | 50 3 rows of 5 tables 2 people each | Tables, chairs, TV, kitchenette, restroom, patio |

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 sq. ft.) | No 60" Rounds Allowed | 69 | 60 Long Rectangle Tables | Sink, tables, chairs |
| Dance/Aerobics Room | 28' x 46' (1288 sq. ft.) | No 60" Rounds Allowed | 29 | | Mirrors and Ballet bars. |

FREQUENTLY ASKED QUESTIONS

Q: Can I check room availability online?

A: No, please call the Rosehill Community Center at 425.263.8180 or send an email to recreation@mukilteo.gov to check room availability.

Q: When can I book a classroom?

A: Classrooms may be rented beginning the third Wednesday in February at 6:30 am for April through August, and the third Wednesday in July at 6:30 am for September through March.

- If two people want the same room when rentals start at 6:30 am a lottery will be held to determine who gets the room.
- Priority will be given to renters who are in person at the start of the rentals, followed by those who email their applications.

Q: Can I save or hold a date?

A: No, we cannot hold, save, or book space without completed application and full payment.

Q: Is the Rosehill Community Center open on holidays?

A: The Rosehill Community Center is closed on Federal Holidays (excluding Columbus Day).

Q: How do I book a classroom?

A: You must be 21 years old to rent a room at the Rosehill Community Center. Fill out an application, return it to Rosehill Community Center via email or in person and pay all rental fees at the time of booking via credit card, cash, or check. Credit cards are accepted over the phone.

Q: What does the security deposit cover?

A: Security deposits are 100% refundable provided all the conditions you agreed to on your rental application and rules in this packet are met. Security deposits aren't refundable if you cancel your reservation.

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 rented through a rental company.

Q: If I'm the renter/contract holder, what are my responsibilities?

A: Payment for the deposit and rental fees must be paid at the time of booking by the person signing the application.

- The banquet permit and liability insurance must be in the renter/contract holders' name.
- The contract holder must agree to all of Rosehill Community Center's guidelines and initial & sign the appropriate places to accept responsibility for the rental.
- The check-in/check-out form must be signed to get into the room and to verify the conditions are met at the end of the rental.
- Leave the room in the same condition it was in when you checked in.
- The renter is responsible in case of damage, theft, or disturbance during rental of the facility.
- The renter is responsible for the cost of cleaning and repairs needed due to their event. A cleaning fee will be charged for any time Rosehill Community Center staff uses to clean the venue after the event. The cost of any damage will be charged, including labor.
- The renter is responsible for the behavior of their guests.

Q: What is included with my rental of a classroom?

A: Tables and chairs. You can check out a projector, laptop, speaker, podium, and easels (if available).

Q: Can I decorate the rooms I am 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.
- Classrooms have tack strips that can be used to hang decorations.
- Candles may be used if they are enclosed in a hurricane glass or vase with 1 inch of glass above the flame.
- Use of dry ice, fog/smoke machines, rice, birdseed, glitter, sparklers, confetti, petals (real or fake), and dance wax are **not** allowed either inside or outside the Rosehill facility. Confetti or glitter inside balloons is **not** allowed.
- Pressurized tanks of any kind are not allowed.
- Piñatas are not allowed.
- Bubbles are only 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.).

Q: Is the public allowed in the building when I am 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 you rent will be just for your guests; the public will not be allowed to walk through or use your rented space. If your event is after business hours, the public will not be allowed in the building.

Q: Who is responsible for set-up and clean-up of my event?

A: The renter/contract holder is responsible for set-up and cleaning of the classroom. The hours rented must include time for the set-up, and at least 30 minutes for cleaning. There are companies that can be hired to come into the facility and do both or just the clean-up. The front desk can provide a resource list.

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 set-up, decorating, and for clean-up. All rental hours must be consecutive. 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? May we provide our own food? May we have a potluck?

A: You are welcome to bring your own food, have a potluck, or have the caterer of your choice.

Q: Can we use barbecue grills or propane tanks to cook food for our event?

A: No, barbecue cooking or pressurized tanks are not permitted at Rosehill Community Center.

Q: Is alcohol service allowed at the Rosehill Community Center?

A: Yes, beer, wine and champagne are allowed in the classrooms and must stay in your rented space. The Fowler, Christiansen, and Art rooms are the only classrooms where a keg (1) is allowed. No hard alcohol is allowed at any time. Please see the *Alcohol Information Section* for information on alcohol use, service and required insurance.

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

A: Insurance is required if alcohol is served, the event is open to the public or admission is charged at the door. Please see the *Insurance Information Section*.

Q: What conditions may cause loss of the security deposit and/or having my event closed down?

A: Any disrespect of the on-site staff. Failure to conform to the rules, regulations, and general information in this packet.

Q: Who determines if an event will be closed down?

A: The on-site staff determines if an event will be closed down. The police will be called to facilitate closing down the event.

Q: Can we have a send-off or cheer at the end of our event?

A: Late night departures should be as quiet as possible as the facility is in a residential area.

Q: We are having underage people at our event, is there anything special required?

A: We reserve the right to require security and/or chaperones at any event. All minors must have adequate supervision.

Q: What if we leave early? Can we get a refund?

A: We do not refund hourly charges that are not used.

Q: Can I have the cake, chairs or decorations delivered early?

A: We cannot accept deliveries for you. Access to the room is limited to your rental hours.

Q: Are there limits to what kind of entertainment we can have?

A: Yes, all entertainment must be family friendly. Profane, lewd, indecent, or slanderous conduct is not acceptable.

Q: Can we leave our property in the room during lunch or other breaks?

A: Yes. However, Rosehill Community Center is not responsible for loss or damage of personal or rented items left in the facility before, after or during your event.

Q: Are there any circumstances where Rosehill Community Center would cancel my reservation?

A: It is unlikely that your reservation will be cancelled by Rosehill Community Center staff. If your reservation is voided, your deposit and any rental fees paid will be refunded. However, reservations may be denied or revoked if an applicant has made any misrepresentation or failed to disclose any pertinent information in connection with the classroom rental.

Q: Are we allowed to have a D.J. or a band?

A: Yes. However, the City of Mukilteo does have a noise ordinance that becomes stricter at 10 pm. Rosehill staff will monitor the noise level outside and let you know if the music inside becomes too loud. D.J.s are expected to bring their own equipment.

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

A: No. Rice, confetti, birdseed, glitter, piñatas, silly string, petals (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: Can we use the grounds around Rosehill Community Center?

A: The grounds are a public park when not rented. They are not part of your rental area. Please call if you have questions about park rules.

CLASSROOM RESERVATION CANCELLATIONS, REFUNDS, AND DATE CHANGES

All cancellations/changes requested by the renter **must be made in writing by the contract holder** (email is acceptable).

DATE CHANGES

FRIDAY, SATURDAY, AND SUNDAY

- 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

- Date change received 14 days or more before your rental date:
 - All fees transfer
- Date change received less than 14 days before your rental date:
 - Forfeiture of security/damage deposit
 - New security/damage deposit required
 - Rental fees transfer

CANCELLATIONS

FRIDAY, SATURDAY, AND SUNDAY

- 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
- A full refund will be given if the City of Mukilteo cancels a Rosehill facility reservation

MONDAY-THURSDAY

- 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

NO SHOWS

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

INSURANCE INFORMATION

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

LIABILITY INSURANCE FOR EVENTS

- Liability Insurance must include the following if you purchase through your own insurance company
 - 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 and provide the endorsement
 - Insurance must be in the renter/contract holder’s name

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 tulip.intactspecialty.com

- Rosehill Community Center: ID Code 0465-107 or you can search venue by putting Rosehill/Lighthouse Park
- 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 it must be in the renter/contract holders name, we will ask for the name to be changed if it isn’t in the renter’s name**

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.

ALCOHOL INFORMATION SHEET

Banquet permit or special occasion license must be provided no less than 30 days prior to the rental.

WASHINGTON STATE PERMIT/LICENSE REQUIRED FOR SERVING ALCOHOL AT ROSEHILL COMMUNITY CENTER

BANQUET PERMIT:

- A Banquet Permit is required to allow the service and consumption of beer, wine, and champagne.
- Insurance must be in the renter/contract holders name – we will ask you to get the name changed if it doesn't match the name of the renter
- It can be obtained from the Washington State Liquor and Cannabis Board <https://lcb.wa.gov/licensing/online-banquet-permit>.
- **Make sure you sign the bottom of the banquet permit before submitting it to Rosehill Community Center.**

SPECIAL OCCASION LICENSE (FOR NON-PROFIT ORGANIZATION SELLING ALCOHOL):

- Special Occasion license applications **must be filed at least 45 days in advance of the event** with the Washington State Liquor and Cannabis Board (<https://lcb.wa.gov/>.)
- A copy of the approved Special Occasion License must be received by the Rosehill 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 at least **30 days** prior to the use of the facility. 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 City of Mukilteo endorsement and the renter must provide us with a copy of their license with this endorsement.

SERVING ALCOHOL DURING 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:
 - Licensed bartender has sent a copy of Class 12 MAST License to Rosehill PRIOR TO EVENT.
 - Licensed bartender will be required to show valid picture identification before tapping the keg.
 - Keg must be loaded into Rosehill cooler outside of the building, in the parking lot.
 - Keg must be tapped by licensed bartender outside of the building, in the parking lot.
 - Renter must provide pump tap. (No CO2 taps allowed)
 - 1 keg per classroom, only allowed in Christiansen Room, Fowler Room and Art Room.

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CLASSROOM APPLICATION

Today's Date: _____ Date of Event: _____ Day of the Week: _____

Applicant/Organization: _____ Non-Profit ID#: _____

Renter/Responsible Party: _____

Address: _____

City/State/Zip: _____

Cell Phone: _____ Email: _____

Event title: _____

On-site contact for event: _____ Cell Phone: _____

Room Requested:

| | |
|-------------------------|-------------|
| Captain Vancouver Room | (45 people) |
| Morris Frost Room | (30 people) |
| Jacob Fowler Room | (45 people) |
| Peter Christiansen Room | (50 people) |
| Dance Room | (29 people) |
| Art Room | (60 people) |

NOTES:

Number of people attending (including children)? _____

Type of event (party, baby shower, meeting, wedding): _____

Rental Hours Must be Continuous and Include Time for Set-up and Clean-up

Rental Start Time: _____ **Rental End Time:** _____

What time does set-up begin? _____

What time does clean-up begin? _____
 (Needs to be at least 30 min before the end of the rental)

**Directional signs for your event posted
 at Rosehill should read?**

Will you be serving alcohol?

- Service allowed inside rental room only. (Christiansen Room renters may be on attached patio)
- Banquet permit and liability insurance will be required.
- Are you a non-profit selling alcohol at your event?

Yes No

Yes No

TABLES AND CHAIRS:

How many chairs will you need?

Maximum: 30 – Frost 40 – Vancouver or Fowler 50 – Christiansen 60 – Art

60" Rounds: 4 – Frost 5 – Vancouver or Fowler 6 – Christiansen None – Art

2' x 4.5' rectangular tables: 6 – Vancouver, Frost, Fowler or Christiansen

Art Room has eight 8' x 2.5' tables and two 6' x 2.5' tables

EVENT DETAILS:

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

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

FOOD/CATERING:

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

Who will provide the food? _____

Caterer-delivered? **Yes** **No**

Caterer's 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? (i.e., iPod, phone, laptop, DJ) _____

EQUIPMENT:

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

If yes, rental company contact and phone: _____

Describe equipment you are bringing in: _____

AUDIO VISUAL NEEDS (based on availability):

LCD Projector (portable) with Media Cart **Yes** **No**
(Christiansen Room has TV with HDMI connection, no projector is needed)

Small Portable Speaker **Yes** **No**

Laptop **Yes** **No**

Podium **Yes** **No**

Easel(s) _____ (2 maximum) **Yes** **No**

Please read and initial:

_____ **Rental customers are expected to manage their event/meeting according to all current state and local COVID-19 guidelines and restrictions.**

_____ **I have read all the Rosehill Rental Packet and agree to abide by all policies including the cancellation/date change/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 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 always accompanied by an adult.

_____ I understand that all requests are on a first-come, first-served basis, and no date will be held until Facility Use Application and fees have been collected.

_____ 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 as defined during check in and as listed in this rental packet. My clean-up will start at least 30 minutes before the end of my paid rental time.

_____ 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 the renter stays past the time on the application, the renter will automatically lose his/or/her damage deposit(s) and will be charged double the hourly rate and double the staff rate. Partial hours are treated as whole hours.

_____ 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.

_____ The Recreation and Cultural Services Division at Rosehill reserves the right to change the rules and regulations as stated herein without prior notice. The rules and guidelines are provided this packet.

Please review the following documents within the packet:

- Alcohol Information Sheet
- Insurance Information Sheet
- Frequently Asked Questions

You must be 21 years or older to apply.

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 of Mukilteo, 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 RHCC Staff

Date