



## CITY OF ORTING

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104 BRIDGE ST. S, PO BOX 489, ORTING WA 98360  
Phone: (360) 893-2219 FAX: (360) 893-6809  
[www.cityoforting.org](http://www.cityoforting.org)

## City of Orting Facility Rental Policy

### Facility Availability:

The City of Orting facilities are available for rental seven (7) days a week. It is the aim of the city of Orting to make the facilities available for the widest possible community use. Applicant understands that the tenant sponsored programs and activities by the City of Orting for the general public have priority over private groups in the scheduling of the facility.

### Facility Hours:

**Multipurpose Center (MPC):** Sunday – Thursday - 8:00am – 12:00am. Friday and Saturday – 8:00am – 2:00am.

**BBQ Pit and Gazebo:** Park hours – 4:00am – 10:00pm

**Orting Station:** Park hours – 4:00am – 10:00pm

### Facility Uses:

1. Facilities can be rented for private and non-profit uses.
2. Facilities used shall be limited to those specified on the application. When renting the MPC, the applicant does not have use of the foyer area.
3. The City of Orting shall not be liable for injuries or loss of property resulting in the use of the premises.
4. Facility rentals for commercial purposes and/or renters who charge a fee will not be eligible to rent at the non-profit rate.
5. Facilities are rented by the hour, with a two hour minimum.

### Rental Procedures:

1. Facility rental requests may be submitted online through [www.teamsideline.com/cityoforting](http://www.teamsideline.com/cityoforting) or may be made in person at Orting City Hall.
2. Facility rental requests made online will be reviewed and approved by a staff member for conflicts and then a payment must be made online at [www.teamsideline.com/cityoforting](http://www.teamsideline.com/cityoforting) for the rental request to be complete.
3. Rental fees, deposits, and required documents are due at the time the application is submitted.
4. A \$300.00 deposit is required for events at the MPC where alcohol is served. Please include a copy of your State Liquor Board License or Banquet Permit with your application, rental fee and deposit

for verification to the City of Orting. In addition, a \$1,000,000 Insurance Certificate is required with the City of Orting as additional insured no later than two weeks prior to your rental date.

5. Appropriate certificates of insurance with minimum coverage limits will be required from user organizations, sponsors, hosts, caterers, depending on the type of event proposed.
6. If you are expecting more than 50 people at your event, a Special Event Permit is required by the City of Orting. Contact the Activities & Events Coordinator at (360) 893-9017 or by emailing [recreation@cityoforting.org](mailto:recreation@cityoforting.org) for more information.
7. Prioritization is first come, first served. Reservations may be made up to twelve months in advance. If applicant is requesting more than one date per month, all requests must be approved by the Parks and Recreation Supervisor and may take additional processing time to complete. A new application must be filed for each time of usage. All rental rates including damage/reservation deposit must be paid at the time of reservation.
8. Applicants must be 18 year of age or older to rent a facility.
9. Applicants must provide Federal or State approved picture identification.
10. Facility reservations are not transferrable.
11. The applicant is responsible for all aspects of use including payment of fees and deposits, as well as any damage to equipment or property above and beyond the deposit.
12. Any organization damaging or destroying City property will be held responsible for the cost of repair or replacement. In the event of damages or unacceptable cleaning, applicant shall accept the City of Orting's estimate of the amount of cost; and it shall be deducted from the deposit, and if inadequate, the additional amount is immediately payable.
13. The damage deposit will be refunded to the name and address provided on the facility rental application within 45 days by mail following your event provided there are no damages to the equipment or building as a result of use. If City of Orting staff determines there has been any damage of clean up issues, the renter will be contacted within two working days to discuss the issue and part or all of the deposit may be withheld.
14. Cancellations must be made at least one week prior to the rental reservation. If cancellation is less than one week prior to the rental reservation or a no show occurs, refund of the rental fee will not be issued. Cancellation can be emailed to Danielle Charchenko at [dcharchenko@cityoforting.org](mailto:dcharchenko@cityoforting.org) or by telephone at 360-893-9002 (leaving a voicemail is acceptable).
15. A walk through of the facility may be arranged by emailing Danielle Charchenko at [dcharchenko@cityoforting.org](mailto:dcharchenko@cityoforting.org) or calling 360-893-9002.

#### **Set Up and Clean Up:**

1. Set up and clean up are to be conducted during your rental time.
2. Renter is responsible for clean up at the end of the event.
3. The facility must be left in satisfactory condition by all groups using it. The use of open flames, candles, sparklers, confetti, rice (e.g. weddings) and boughs of coniferous trees are prohibited. No one is allowed to affix anything to ceilings or walls.

4. Any organization damaging or destroying City property will be held responsible for the cost of repair or replacement. In the event of damages or unacceptable cleaning, applicant shall accept the City of Orting's estimate of the amount of cost; and it shall be deducted from the deposit, and if inadequate, the additional amount is immediately payable. Chairs and tables are to be handled with care at the MPC; the Orting Station does not have tables and chairs available. There are 6 tables and 60 chairs available at the venue.
5. Applicants are required to remove, at their own expense, all materials, equipment, furnishings and/or garbage left after use of the facility. Damage deposit will be retained until all items are removed.
6. Applicant is to supply own cleaning supplies, dish towels, paper towels, plastic refuse bags, and all other items as needed.
7. If there are any problems with blown fuses go to the electrical box and reset breaker. Make sure that you do not have more than one appliance on the same outlet. Please do not manually turn off the lights at Orting Station, they are on a timer and will shut off automatically.
8. Do not tamper with audio/visual equipment, HVAC, light plugs or restroom fixtures.
9. Exits may not be blocked by tables, chairs, staging, decoration, etc.
10. City of Orting cleaning and security checklist must be initialed as completed by the individual signing the application or designated representative and returned to the City of Orting in the drop box outside of City Hall located at 104 Bridge St S. Orting, WA 98360 upon completion of the rental. Any facility keys must also be dropped off at this time. Failure to do so will result in retention of the deposit regardless of the condition the building is left in. If you have any questions please contact the Facility Coordinator at (360) 893-9002 prior to usage.

**Safety:**

1. The building should not at any time be left unattended or unlocked.
2. Under no circumstances may chairs and tables be removed from the interior of the building.
3. Climbing on any piece of furniture or equipment is prohibited.
4. The City accepts no responsibility for the safety of foods prepared or stored on site.
5. The use of lighted candles is prohibited at all times.
6. Smoking is not permitted inside any City of Orting facilities and all applicable Washington State Laws must be followed.
7. All sound amplification must end at 10:00 pm. Music and any sound amplification must be kept at levels which do not disturb the reasonable peace and quiet of any citizen at all times.
8. There are a limited number of electrical outlets in the City of Orting facilities. Over-loading of circuits may cause the electricity to fail. If City of Orting staff is called out to address the issue, a call out fee of \$100 each time a staff member is called out will be deducted from your deposit amount.

**Alcohol use:**

1. If alcohol will be present at a function, the renter must meet all obligations of the Washington State Liquor Control Board. Renter must obtain a banquet permit two

weeks prior to the event. A copy of the permit must be provided to the City of Orting before the event and another copy must be posted in the building during the event.

2. Alcohol is only permitted at the MPC facility. It is not permitted at the Orting station or any other outdoor facilities or City of Orting parks.
3. Law enforcement or City personnel will have the right to check and monitor the facilities; the City reserves the right to require city approved security at the applicant's expense.
4. Consumption of alcohol by minors is illegal and forbidden; the event will be closed down for any violation. There will be no refund of any fees and your deposit will be forfeited. Legal responsibility for any guest's consumption of alcohol will rest solely with the individual signing the MPC application.
5. Last call for alcohol shall be 30 minutes prior to the scheduled event end time.

#### **Insurance Requirements:**

1. Satisfactory commercial general liability insurance in the minimum amount of \$1,000,000 per occurrence may be required for events and rentals held at City of Orting facilities. The commercial general liability insurance must name the City of Orting as an additional insured.
2. If alcohol is being served the liability insurance shall include coverage for "liquor liability" with limits of not less than \$1,000,000 per occurrence.
3. At the discretion of the City of Orting, a private event may be required to purchase additional insurance. To obtain a special event insurance policy, you can purchase a single event policy through the approved TULIP program by the city's insurance provider Washington Cities Insurance Authority at: <http://www.gatherguard.com>.
4. If inflatables (i.e. bouncy houses, human hamster ball, etc.) will be used, general liability insurance in the amount of \$1,000,000 per occurrence is required and an insurance certificate citing the City of Orting as additional insured must be provided. In addition, a certificate of insurance citing the City of Orting as additional insured must be provided by the inflatable vendor.
5. Corporations and registered organization (profit and non-profit) can supply a copy of their group's existing policy which must include:
  - Commercial Liability Insurance Certificate with City of Orting as additional insured.
  - Coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate.
  - Liquor liability included and indicated on the policy.

#### **Inflatables:**

1. Inflatables such as bouncy houses are only allowed outdoors at Orting Station in the grass north of the building. Applicant will be provided with a map indicating where the vendor can set up any inflatables.
2. An additional refundable damage deposit of \$100 is required if inflatables will be used.
3. Insurance in the amount of \$1,000,000 per occurrence is required as well as insurance certificates provided by the applicant and vendor naming the City of Orting as additional insured (see Insurance Requirements section).