



104 Bridge St S, PO Box 489, Orting, WA 98360  
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 Website: www.cityoforting.org

## BUILDING FACILITY RENTAL APPLICATION

Facility Requested:  Orting Station  Multipurpose Center (MPC)

Date Requested: \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Organization/Business Name: \_\_\_\_\_

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

If nonprofit 501(c)(3), provide UBI #: \_\_\_\_\_

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

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

Person in Charge (if not applicant): \_\_\_\_\_ Phone: \_\_\_\_\_

What type of supervision will be provided? \_\_\_\_\_

Approximately how many persons will be in attendance? Youths (under 18) \_\_\_\_\_ Adults \_\_\_\_\_

Type of activity planned? \_\_\_\_\_

Will alcoholic beverages be served? (MPC Rentals Only)  Yes  No

**\*\*If yes, a banquet permit issued by the Washington State Liquor and Cannabis Board is required\*\***

Will there be an admission charge?  Yes  No Donation?  Yes  No

Decorations to be used: \_\_\_\_\_

Banquet Permit Dated: \_\_\_\_\_ Permit #: \_\_\_\_\_

The undersigned hereby makes application to the City of Orting for use of the facility as above described and certifies that the information on the application is correct. The undersigned agrees to exercise the utmost care in the use of the premises and property and to hold the City of Orting harmless from all liability resulting from the use of said facilities. The applicant further agrees to adhere to all rules, regulations and policies as adopted and published by the City of Orting. The Rental Fee for the Facility Rental is hereby submitted with this application. **I understand it is my responsibility to pick up the key for the facility from City Hall by 3pm on the last business day prior to my rental of the facility or I will forfeit the rental fees and the use of the facility.** If your facility rental needs cancelled or postponed, a cancellation notice must be emailed to [dcharchenko@cityoforting.org](mailto:dcharchenko@cityoforting.org) or left via phone message by calling (253) 262-8857 at least 72 hours prior to your event booking. If cancellation is less than 72 hours or no show occurs, refund of the rental fee will NOT be issued.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City of Orting Approval - Initials: \_\_\_\_\_ Checked ID for residency - Initials: \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Total \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Comment: \_\_\_\_\_

## FACILITY RENTAL RULES, REGULATIONS AND POLICIES

**\*\*\*If you would like to rent the MPC, you must inquire at City Hall. Please do not ask at the Orting Library for keys, rental information, or to have rooms unlocked as they will not be able to help. \*\*\***

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.** Facilities used shall be limited to those specified on the application for the Orting Station or the MPC room itself and the use of the restrooms. The applicant does not have the usage of the foyer area at the MPC. The City of Orting shall not be liable for injuries or loss of property resulting from use of the premises.

Weekday users must be out of the building by 12:00 midnight. Friday and Saturday groups must be out of the building by 2:00 a.m.

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### Rental Rates and Refundable Deposit: Per Day

<u>Multi-Purpose Center</u>		<u>Orting Station</u>	
<b><u>Monday - Thursday</u></b>		<b><u>Monday - Thursday</u></b>	
	<i>Per Hour</i>		<i>Per Hour</i>
Resident*	<b>\$30</b>	Resident*	<b>\$20</b>
Non- Resident	<b>\$50</b>	Non- Resident	<b>\$30</b>
Non-Profit	<b>\$15</b>	Non-Profit	<b>\$10</b>
<b><u>Friday-Sunday</u></b>		<b><u>Friday-Sunday</u></b>	
	<i>Per Hour</i>		<i>Per Hour</i>
Resident*	<b>\$50</b>	Resident*	<b>\$40</b>
Non- Resident	<b>\$70</b>	Non- Resident	<b>\$50</b>
Non-Profit	<b>\$20</b>	Non-Profit	<b>\$10</b>
<b>Refundable Deposit</b>	<b>\$150</b>	<b>Refundable Deposit</b>	<b>\$100</b>
<b>Refundable Alcohol Deposit</b>	<b>\$300</b>	<b>Refundable Inflatable Deposit</b>	<b>\$200</b>

\* Must reside within Orting City limits  
If no damage is incurred, deposit will be returned to applicant by mail within 45 days of the rental date.

**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.

Alcohol is not permitted at the Orting Station as it is an Orting Park facility.

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.

Consumption of alcohol by minors is illegal and forbidden; the event will be closed down for any violation. Legal responsibility for any guest's consumption of alcohol will rest solely with the individual signing the MPC application.

Please use designated area for parking at the facility:

MPC: Parking in the back and on the side of the building or you may park in any area of which is public parking.

Orting Station: Parking is only available in the parking lot north of the plantings of Big J's (parking lot behind the big fir trees). Do not park in the stenciled/marked parking spots at Big J's nor at Route 66 Pizza.

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.**

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 erected and stored with care at the MPC; the Orting Station does not have tables and chairs available. Please confirm the number of tables and chairs requested with the facility coordinator prior to rental date.

All rental rates including damage/reservation deposit must be paid at least 2 weeks prior to room usage. Application for rental may be made in advance only in the same calendar year. A new application must be filed for each time of usage.

**Applicants are required to remove, at their own expense, all materials, equipment, furnishings and/or rubbish left after use of the facility. Damage deposit will be retained until all items are removed.**

**Applicant is to supply own cleaning supplies, dish towels, paper towels, plastic refuse bags, and all other items as needed by the applicant.**

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.

**The keys and check off list must be left in the green box located outside of City Hall by the group using the facility unless other arrangements have been made with the Facility Coordinator.**

**If you have any questions please contact the Facility Coordinator at (253) 262-8857 prior to usage.**



## MULTI-PURPOSE CENTER / ORTING STATION

### CLEANING AND SECURITY CHECK-OFF LIST

The following must be initialed as completed by the individual signing the application or designated representative. Failure to do so will result in retention of the deposit regardless of the condition the building is left in. This action is necessary because of past problems of facility rentals. If you have any questions please contact the Facility Coordinator at (253) 262-8857 prior to usage.

1. Restroom lights turned off. \_\_\_\_\_
2. Restroom in clean condition. \_\_\_\_\_
3. Kitchen door locked. \_\_\_\_\_
4. All lights turned off. \_\_\_\_\_
5. Counters wiped off. \_\_\_\_\_
6. Building is clean, any items taken out are put away, and is securely locked. \_\_\_\_\_
7. Trash is emptied and liner is replaced. APPLICANTS, AT THEIR OWN EXPENSE, ARE RESPONSIBLE FOR DISPOSING OF ALL TRASH \_\_\_\_\_
8. Auditorium back door locked. (MPC) \_\_\_\_\_
9. Auditorium lobby door locked. (MPC) \_\_\_\_\_
10. Manual locks on one side of the front and back lobby doors; 1 at top of the door and 1 at the bottom of the door must be in the lock position. (MPC) \_\_\_\_\_
11. Front and back lobby locks secured. (MPC) \_\_\_\_\_
12. Refrigerator and freezer doors closed. (MPC) \_\_\_\_\_
13. Tables and chairs are cleaned and returned to their original storage area. (MPC) \_\_\_\_\_
14. Floors swept and mopped; including stage if used. (MPC) \_\_\_\_\_
15. Padlock on north entry door must be attached and locked. (Orting Station) \_\_\_\_\_
16. All sliding doors must be secured from the inside. (Orting Station) \_\_\_\_\_
17. Floors swept and spills cleaned up. (Orting Station) \_\_\_\_\_

**This form must be left with the keys in the green drop box located outside of City Hall located at 104 Bridge St. S. upon completion of the rental.**

\_\_\_\_\_  
Person in Charge/Representative Signature (please print name as well) AND Date