AVAILABILITY

The Center is generally available for rental Monday through Sunday from 6:00 am to 1:00 am.

The Center is generally available for rental on the following City holidays: Easter, Labor Day, Memorial Day, Fourth of July, Veteran's Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, President's Day at a premium rate.

Rentals for short term or one time users will be for a minimum of four hours on Saturdays and Sundays.

APPLICATION PROCEDURE

Complete and submit a Request for Facility Use application to Anacortes Parks & Recreation Department at City Hall, 6th & Q Streets, mail to P.O. Box 547, Anacortes, WA 98221. Requests for use must be submitted at least 14 days prior to the requested date. The Parks Department staff shall review all applications and has the right to grant or deny use based on policies and availability, or to grant use subject to certain conditions. One individual should be designated as the responsible party for the requesting group, and will sign both the request for use and the clean up agreement. The person signing these forms is the responsible party and is assuming responsibility for the clean up and any damage, loss, or disturbances during the rental period.

FEES, DEPOSITS, REFUNDS

Rental fees and deposits must be paid NO LATER THAN 14 DAYS PRIOR TO THE SCHEDULED EVENT, by Cashier's Check, Money Order, Cash, or Personal Check, or the event will be cancelled. Payment will be made payable to the City of Anacortes at the Parks & Recreation office at City Hall or mailed to Anacortes Parks and Recreation, P.O. Box 547, Anacortes WA 98221 (360-293-1918)

<table>
<thead>
<tr>
<th>ROOM</th>
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<td>Freight/Gallery / Baggage / Kitchen</td>
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<td>Whole facility all day*</td>
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<td>Plaza –w/interior rooms**</td>
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</table>

Fees effective 3/1/2020

Room capacity does not guarantee equipment availability (see “Other”)
**Room Descriptions:**

**Freight Room** – Largest room – furthest south

**Baggage Room** – Smaller middle room – considered the “main” entrance for events held in the freight room.

**Kitchen** – Located between the baggage room and freight room.

**Gallery** – Room located furthest north, office occupies some of the space. Office area is not included in rental.

*THERE IS LIMITED AVAILABILITY FOR WHOLE FACILITY/ALL DAY USE AND MUST BE COORDINATED WITH PARK STAFF AND OTHER DEPOT USER GROUPS*

**TENT PLACEMENT ON THE PLAZA MUST BE COORDINATED WITH PARK STAFF IN ADVANCE**

Deposits are refundable within 10 working days after the event provided the following conditions have been met.

a. There has been no damage to the building or property
b. The facility has been cleaned and returned to its original state.

c. The user has complied with all rules and terms of this agreement.

d. No City ordinances have been violated.

If alcohol is going to be served at the event, the renters will have to work with the Washington State Liquor Control Board [http://liq.wa.gov/licensing/banquet-permits](http://liq.wa.gov/licensing/banquet-permits) to get the necessary permit and post it conspicuously at the event.

In the event damage has occurred and some portion of the deposit must be surrendered, the balance of the deposit, if any, will be returned within 30 days of the event. In the event damage has occurred that exceeds deposit amount, the City will pursue reimbursement for actual costs of repair of damage.

501(c)3 organizations and registered non-profit corporations in the State of Washington with appropriate documentation will receive a rental reduction of 25%.

Long term renters using the facility on a weekly basis or more, Sundays through Thursdays, will receive a 25% rental reduction. These users may be canceled with one month’s notice up to 6 times per year. The City will work with these users to find other accommodations if possible.

The maximum rental reduction is 50%.

Premium rates for Holidays is an additional 25%

Refunds given only if cancellation is made two working days in advance of event.

**MUSIC**

Live or amplified music is only permitted Sunday through Thursday until 9:00 pm and Friday and Saturday nights until 12:00 am. When music is played, the doors facing R Avenue will remain closed. After these times all live or amplified music shall cease. The Depot Arts and Community Center is in a partially residential neighborhood and those using the facility owe consideration to the neighbors.

If the Police Department receives complaints about noise from the music, or general rowdiness in or around the community center, they may exercise their professional judgment and either give the event sponsor a warning or may have the music turned off and may also request the event sponsor to end the event and vacate the premises prior to the regular closing time. There will be no refunds if the event is ended in this manner.
OTHER

Use of candles or any other type of open flame is not allowed.

Use of the tables and chairs are included in the rental fees. There are currently 6 – 6ft. rectangular tables, 16 – 6ft. round tables and 100 plastic chairs.

Nothing affixed on any surface of the Depot space may be removed without prior written permission, including string lights. No additional lighting may be hung. Nothing may be affixed to the walls using anything other than a removable mounting gum product made for this purpose, available at most office supply stores. No nails, screws, tape, glue, pins or other mounting devices may be used. Do not add anything to the historical graffiti wall. Parking is not allowed on the brick plaza, except for the purpose of unloading/loading equipment and supplies.

FEE ADJUSTMENTS

All fees at the Depot Arts and Community Center shall be adjusted each year based on the Consumer Price Index – West Region All Items (CUUR0400SA0) as published by the U.S. Department of Labor – Bureau of Labor Statistics. They will be adjusted on March 1st of each year based on the previous year-end calculated as follows (with figures being rounded to the nearest whole dollar amount):

\[
\text{Pre-adjustment price} \times \frac{\text{C.P.I. for adjustment year}}{\text{C.P.I. for 2011 (227.485)}} = \text{Adjusted Price}
\]

FACILITY OPENING/CLOSING

A key will be issued to you prior to your event and you will be required to return it to our office at City Hall. Deposits will not be returned if keys are not returned. There will not be a building monitor in the building during your rental time. Basic clean-up will be your responsibility (see attached Rental Clean-up Agreement). This will include taking down all decorations, emptying all garbage cans, putting all equipment back where it came from and removing anything you brought to the event.

PLEASE LEAVE THE FACILITY IN THE SAME CONDITION AS YOU FIND IT.

If you should encounter problems with equipment, lighting or keys, please call Jonn Lunsford at 360-661-3664

The return of the damage deposit is dependent upon the condition in which your group leaves the facility.

SMOKING IS PROHIBITED IN THE BUILDING UNDER WASHINGTON STATE LAW DSHS 24-42.
RENTAL CLEANUP AGREEMENT

It is the responsibility of the renter, or their designated responsible party, to see that the facility is left in the same condition as it was received prior to their event. Any areas not cleaned appropriately may result in all or part of the Damage Deposit being withheld. The City of Anacortes encourages you to recycle. Bins for glass and aluminum and paper are provided.

RENTER RESPONSIBILITIES:

GENERAL CLEANLINESS: Including foyer, bathrooms and grounds.
1. Stack chairs and return to storage areas.
2. Fold tables and return to storage areas.
3. Remove all food, dishes, cups, beverages, table cloths, etc., from the table tops and clean.
4. In the kitchen, remove all food, dishes, etc., brought in for the event. Place all garbage in the dumpster outside of the building, and reline cans. Clean all counter tops, sinks, and stove top as well as oven if used. Clean any spills on hard floors. Mops are available in the storage room for renter use.
5. Remove all decorations and items brought in the building such as balloons, table decorations, fountains, and ice sculptures.

KITCHEN
1. Sink, stove, oven, microwave, stove top cleaned.
3. Counters wiped down.
4. Refrigerator emptied of food and beverages, cleaned.
5. All equipment turned off.
6. Floor swept and spills mopped. Please use water only on the wood floors.
7. All items brought in by renter or caterer removed (utensils, bowls, etc.)
NAME/or/ORGANIZATION ___________________________ 501(c)3#: ______________

Requested Date(s) ____________________________

Day of Week ____________ Month ___________ Day __________ Year __________

Rental Hours (Include set up and clean up time): From ____________ to ____________

Type of Activity: ____________________________ Estimated Attendance: ______________

ROOM REQUESTED: ____________________________

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SMOKING IS PROHIBITED IN THE BUILDING UNDER WASHINGTON STATE LAW DSHS 24-42.

I am the authorized person in charge of the above activity and information given in this agreement is correct. I further agree as the representative to be bound by the regulations, policies and fee schedules as described in the Depot Arts and Community Center Information and Policies form. It is further agreed that the permittee shall be solely responsible for and hold harmless the City of Anacortes, Depot Arts and Community Center Coordinating Committee and/or their agents from any and all claims or liability for damages or loss of property that may result from any act or omission on the part of the permittee or its agents while using the Depot Arts and Community Center.

Signature ____________ Date ____________ Phone # ____________

Address __________________________________________________________________________

EMAIL (required) ___________________________________________________________________

*******************************************************************************

FOR DEPARTMENT USE ONLY

Application Approved: Yes__________ No__________ 501(c) 3: Yes__________ No__________

By: __________________________ Date: ____________

Forms Given to Renter:

☐ Rental Application  ☐ Rental Clean-up Agreement  ☐ Rental Information & Policies  ☐ Long Term Users Agreement

<table>
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<tr>
<th>Rental Fee:</th>
<th>Amount:</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________ hrs. @ ___________$/hr. or All Day</td>
<td></td>
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<tr>
<td>Damage Deposit (*$500 if alcohol at event)</td>
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REFUND $ ____________ by: __________________________
RENTAL CLEANUP AGREEMENT

Rental Date: ____________________________________________

Day of Week   Month   Day   Year

Rental Hours (Include set up and clean up time): _______________ to _______________

Type of Activity: ____________________________________________  Estimated attendance: ________________________

Responsible party/contact person: ________________________________

Address: ___________________________________________________

Business Phone: ____________________________  Home Phone: _______________________

RENTER RESPONSIBILITIES:

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4. All equipment turned off
5. Floor swept and spills mopped
6. All items brought in by renter or caterer removed (utensils, bowls, etc.)

The undersigned agrees to the above conditions of cleanup.

_________________________________________  _______________________________
Renter                                           Date