



White Salmon Community Development Committee

A G E N D A

September 19, 2022 – 5:30 PM

100 N. Main and Via Zoom Teleconference

Meeting ID: 854 3953 6955 Passcode: 735479

Call in Numbers:

669-900-6833

929-205-6099

301-715-8592

346-248-7799

253-215-8782

312-626-6799

The committee will meet both in person and via Zoom Teleconference. The majority of individuals will meet via Zoom. However, if you wish to attend in person that option is being provided at City Hall at 100 N. Main.

Call to Order

Public Comment

Discussion and Action Items

1. El Grito Recap
2. Halloween Planning
3. SpringFest Support
4. Native American Heritage Month (November)
5. Benches and Bike Racks
- [6.](#) City Facility Use Application and Park Use Codes

Adjournment

File Attachments for Item:

6. City Facility Use Application and Park Use Codes



AGENDA MEMO

Needs Legal Review: Yes
Meeting Date: September 19, 2022
Agenda Item: Review of City Facility Use Fees and Application and applicable codes

Explanation of Issue

The city has expanded their rental use of City Facilities (WSMC 12.28). The fees established, including the damage deposit, need to be established/revised by Resolution.

In reviewing the current City Facility Use Application, staff requests that the Community Development Committee review the following items:

- Fees assessed for facility use
- Damage Deposit, including how it pertains to 501c3 events and city sponsored events
- Legal language regarding weapons (following our adopted ordinances on this subject)
- Reviewing Park hours and aligning the noise permit procedures specifically for Park Use (Ordinance 2022-09-1113 Amending WSMC 8.05.030, Exemptions to Noise Disturbances)

The current noise ordinance allows for noise in Rheingarten Park on Friday and Saturday between the hours of 7am and 2am.

The proposed ordinance would revise the park hours to a consistent 7am to 11pm Sunday through Saturday.

Staff has created a Noise Permit Application to address any requests for an exemption to the established noise ordinance.

Fiscal Analysis

There is no identified cost.



City of White Salmon

Office of City Hall

PO Box 2139 | 100 N Main Ave | White Salmon, WA 98672
Office: (509) 493-1133 | www.white-salmon.net

CITY PARK AND FACILITIES USE APPLICATION

TODAY'S DATE: _____ EVENT DATES: _____

LOCATION REQUESTED (CHECK ONE):

- | | |
|--|---|
| <input type="checkbox"/> Rheingarten Park Gazebo | <input type="checkbox"/> Rheingarten Park Picnic Shelter |
| <input type="checkbox"/> Fire Hall Training Room | <input type="checkbox"/> City Council Chambers (excludes A/V equipment) |
| <input type="checkbox"/> City Hall Administration Room | <input type="checkbox"/> City Hall Conference Room |

If reserving only one day, TIME REQUESTED: _____ TOTAL HOURS: _____

Time requested to include set-up, breakdown, and clean-up

APPLICANT/ORGANIZATIONS NAME _____

CONTACT NAME: _____ PHONE: _____ E-MAIL: _____

MAILING ADDRESS: _____ CITY: _____ ZIP CODE: _____

TYPE OF ACTIVITY: _____

NUMBER OF PEOPLE EXPECTED: _____ TYPE OF SUPERVISION: _____

The City of White Salmon reserves the right to require mandatory security. Security Services must have prior approval from the City of White Salmon. The applicant is responsible for all associated expenditures.

ADMISSION FUNDS COLLECTED? YES NO CONCESSIONS SOLD? YES NO

White Salmon Municipal Code 8.12.010 - Food establishment licenses and permits. It is ordained by the city council that, pursuant to RCW 70.46.120, the city expressly consents for the Southwest Washington Health District to charge fees in connection with issuance or renewal of any food establishment license or permit, required for sanitation purposes of any restaurant, market, tavern, bakery, or similar facility; provided, however, the fees charged shall not exceed the actual cost involved in issuing or renewing the license or permit.

AGREEMENTS

The applicant agrees that during the use of this facility, _____, will not exclude anyone in participation in, deny anyone benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age, gender, sexuality or disability. The group or individual sponsoring the event and using the facility hereby agrees to hold the City of White Salmon and its offices, agents, and employees harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said group of individuals, or this agent while on City of White Salmon property, or that may result for or be claimed by reason of, the operations of said group or individual, except for the sole negligence of the City of White Salmon. The group or individual agrees to fully reimburse the City of White Salmon for any damages arising from the use of said facility, plus costs and/or attorney's fees, if any incurred in collection of same.

It is the applicant's responsibility to inform all members of the group of the park and facility rules and regulations. Failure to abide by Park and Facility Rules and Regulations could result in immediate loss of privileges or forfeiture of privileges for future use.

APPLICANT SIGNATURE: _____ DATE: _____

GROUP CLASSIFICATIONS

GROUP 1

Groups or organizations whose primary purpose is community-based, events open to the public that involve activities which enhance the city. Examples or recognized groups include, but are not limited to, Boy/Girl Scouts, Rotary Club, Religious Organizations, Chambers, Local School Districts, etc...

Group 1 applicants must provide a copy of their IRS 501(c)(3) designation letter with this application.

Group 1 will be charged additional fees when applicable in accordance with the Additional Fees & Charges section of this application.

| Hourly Fee Schedule | | | |
|---------------------|-----------|--------------|------------------|
| | Weekday | Resident Fee | Non-Resident Fee |
| Group 1 | Mon-Thrs | Free | \$ 10.00 |
| | Fri - Sun | Free | \$ 20.00 |
| Group 2 | Mon-Thrs | \$ 5.00 | \$ 20.00 |
| | Fri - Sun | \$ 10.00 | \$ 30.00 |
| Group 3 | Mon-Thrs | \$ 10.00 | \$ 30.00 |
| | Fri - Sun | \$ 15.00 | \$ 40.00 |

GROUP 2

Groups or organizations whose membership is open to the public but operate for the primary benefit of their membership and/or participation is limited to a select group. Examples include, but are not limited to, dance clubs, pre-school, political events, etc...

GROUP 3

Groups or organizations who:

- (a) collect donations, membership fees or charge admission
- (b) host an event that will not be open to the general public (wedding reception, birthday party, closed training)
- (c) are commercial in nature and are promoting a product or service (Tupperware, dance class, informational meeting). Event can be free to the public.

| Optional Additional Service Fees | | |
|----------------------------------|-------------------|----------|
| Check Box to Request | Service | Fee |
| | Power | \$ 30.00 |
| | Garbage (per can) | \$ 10.00 |

| Refundable Damage Deposit | | |
|---------------------------|-----------|--|
| Damage Deposit | \$ 150.00 | <i>The applicant will be financially responsible for damages that exceed the deposit amount.</i> |

DAMAGE DEPOSIT REFUND (Application will not be processed if incomplete)

ISSUE TO: _____ PHONE: _____

MAILING ADDRESS: _____ CITY, STATE, ZIP: _____

Damage Deposit will be refunded via check to the party name above upon inspection and approval of facility by city staff.

RENTAL FEE (Staff Use Only):

GROUP CLASSIFICATION _____ FEE PER HOUR _____ TOTAL RENTAL FEE _____

DAMAGE DEPOSIT _____ POWER FEE _____ GARBAGE FEE _____

TOTAL AMOUNT DUE _____

DATE PAID _____ RECEIVED BY _____

APPLICATION PROCEDURES

Individual signing the rental agreement will be considered the responsible party in the case of damage, theft or disturbance to city property during the event.

- City facilities and parks may be scheduled for an individual event or regular meetings up to 3 months in advance
- The applicant must be at least 21 years of age and be present during the event.
- Restricted days for reservation include city wide precedence events.
- Scheduling of city facilities and parks is on a first come basis upon deposit receipt.

HOURS OF AVAILABILITY

Park Facilities are available daily 8:00am – 10:00pm (or dusk)

City facilities are available daily 8:00am – 8:00pm

All events must be completely cleaned up and cleared of the city property by closing time. The City Council may extend these times on a case-by-case basis. Groups must have a written letter of authorization from the department head responsible and the City Administrator authorizing any activity outside the normal operating hours of the facility.

PAYMENT PROCEDURES

Use fee and other related fees must be paid at the time application for a reservation is submitted to secure the requested date and venue. The amount of the deposit is contingent upon all building facilities, furnishings, and equipment. To ensure the return of the deposit, the facility must be left in the same condition or better than originally found. If there is no damage or excessive cleaning required, the deposit will be returned to you within thirty days on the reservation date.

The rental fee must be paid in full thirty days prior to the event unless reservation time dictates otherwise. Failure to do so will constitute a cancellation.

Payments are accepted by cash, check, debit/credit card or money order. Please contact City Hall (509) 493-1133 for assistance.

INSURANCE REQUIREMENTS

Lessee may be required to provide a copy of their liability insurance to the city of White Salmon within 30 days of the activity, and upon written request of the city, a copy of the policy as evidence of insurance protection provided.

The required insurance policy is to be (1) endorsed to the City of White Salmon, its officers, employees, agents, and volunteers as additional insured and (2) shall not be suspended, voided, cancelled, or reduced in coverage or limits except after midnight of the last day of the event or with written and signed consent from the City of White Salmon.

Event insurance can be purchased through the Washington Cities Insurance Authority (WCIA) that meets the requirements of the City of White Salmon insurance requirements (<http://www.wciapool.org/>). Information regarding this insurance is available from the City upon request by calling (509) 493-1133, Monday – Friday 8:00AM to 5:00PM

CANCELLATIONS

Cancellations made within thirty days of the reservation will be charged 50% of the Rental Fee and 50% of the damage/cleaning deposit. If rental fee charges were not paid within 30 days of the events, 50% of the rental fees will be subtracted from the damage/ cleaning deposit paid at the time of application.

Cancellations made thirty days or more before the reservation will be charged 50% of the Rental Fee with 100% the damage/cleaning deposit being refunded. Rental fee charges will be subtracted from the damage/ cleaning deposit paid at the time of application.

INITIALS: _____

RENTAL POLICIES

- Rental hours are consecutive and must include time for delivery of supplies, set-up, tear down and clean up.
- Set-up begins at the specified time on the facility use application given at the time of making the reservation. Early delivery of supplies and set-ups are not permitted.
- All items brought to the facility by the lessee are to be removed by the end of the rental period. The rental group is to remove food, materials, equipment, furnishings, and decorations left after use of the facility.
- All bagged garbage from the event will be removed by the lessee at the end of the rental period.
- It is the responsibility of the lessee to set up and move furnishings as desired (Council Chamber equipment and furniture may NOT BE MOVED). Please move all furnishings back to their original position before leaving the facility.
- Please remember that your reservation for the designated facility is available to you for ONLY THE TIME REQUESTED. There may be other parties using the facility immediately after you. Please make sure that you have allotted time to set up and tear down for your function.
- Reservations for the Park Picnic Shelter and the Park Gazebo are for the structure only. The playground, tennis courts, and green space will remain open to the public.
- Inflatable toys, dunk tanks or similar items are not allowed without written and signed consent from the City Council and proof of insurance in compliance with the requirements set forth by the City of White Salmon.
- Power is available upon request by checking the selection under “Additional Fees & Charges”.

GENERAL RULES

- Rental facilities are available daily from 8:00 AM – 10:00 PM (or Dusk). The event must conclude at a reasonable time to accommodate clean up.
- The city’s audio visual (A/V) set up is not available for digital conferencing use by outside organizations.
- Throwing rice, birdseed or confetti is not permitted.
- Decorations may be attached to walls, windows, or ceilings, with masking tape or other non-marring material. Do not use tacks, staples, glue or any other marring method.
- Use of illegal drugs, smoking and/or gambling is prohibited on/in any City of White Salmon property.
- Alcohol may not be served within any public facility without the direct permission of the City Council and a Washington State Liquor permit. If alcohol is to be served the applicant must prove adequate security as required by the City of White Salmon and Liquor Control Board.
- Minors must have adequate adult supervision.
- The City of White Salmon does not assume responsibility for personal property left unattended in any city facility.
- The City of White Salmon cannot be responsible for accidents, injury, or loss of property.
- The misuse of any city park or facility or the failure to comply with these regulations will be sufficient reason for the denial of future reservations.
- Event participants may park in public parking. All parking is to remain first come first serve. Any attempt to reserve public parking by any means other than a parked vehicle is prohibited, unless pre-approved by written consent from City Hall.
- City of White Salmon scheduled events will take precedence over non-city events.
- BBQs with no open flame are allowed to be brought into the park. BBQ coals must be taken when leaving. (Do not put coal/ash in garbage.)
- Rule of Thumb: Leave facilities in the same condition or better than you found them.

I affirm on behalf of _____, that I have read and agree to the above-listed Rental Policies and

Renter/Organization Name

General Rules applicable to the rental of City of White Salmon facility on _____.

Event Date

SIGNATURE: _____

PRINTED NAME: _____ ORGANIZATION: _____

CITY OF WHITE SALMON

ORDINANCE NO. 2022-09-1113

**AN ORDINANCE AMENDING WSMC 8.05.030, EXEMPTIONS TO NOISE
DISTURBANCES**

WHEREAS, the City Council would like to continue to support the local businesses in their continued effort to improve the economic development of the City; and

WHEREAS, the City Council would like to maintain safety in Rheingarten Park:

WHEREAS, the City Council has determined that it is in the best interest of the City to revise the provisions of Chapter 8.05.030:

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE
SALMON DO ORDAIN AS FOLLOWS:**

SECTION 1. White Salmon Municipal Code 8.05.030, is hereby amended as follows:

Amendment key: Deleted = ~~**bold and strikethrough**~~
Added= **bold and underlined**

8.05.030 - Exemptions.

Emergency vehicles and/or equipment when operated by authorized personnel or vehicles and/or equipment operated in the process of licensed business activities, special events authorized by permit or council action, noise from construction activities occurring between the hours of seven a.m. to seven p.m. Monday through Friday, or noise between the hours of seven a.m. and eleven p.m. Sunday through Thursday and seven a.m. and ~~two a.m.~~ **eleven p.m.** Friday and Saturday in Rheingarten Park and **seven a.m. and two a.m. Friday and Saturday in the** Commercial Zone are exempted from this chapter.

SECTION 2 - SERVABILITY. If any provision of this Chapter or its application to any person or circumstance is held invalid, the remainder of this Chapter or the application of the provisions to other circumstances is not affected.

SECTION 3 – EFFECTIVE DATE. This Ordinance shall take effect and be in force five (5) days after its publication by summary.

PASSED BY THE CITY COUNCIL OF THE CITY OF WHITE SALMON, at a regular meeting this 21st day of September 2022.

Marla Keethler, Mayor

ATTEST:

Stephanie Porter, Clerk Treasurer

APPROVED AS TO FORM:

Kenneth B. Woodrich, City Attorney

CITY OF WHITE SALMON
ORDINANCE NO. 2014-08-943

AN ORDINANCE OF THE CITY OF WHITE SALMON, WASHINGTON REVISING THE
REQUIREMENT FOR PARK EVENT FEES

WHEREAS, the City Council of the City of White Salmon, Washington desires to allow park users to reserve areas of use for planned events;

AND WHEREAS, the City Council does not wish to require all park users to obtain a permit.

NOW, THEREFORE, the City Council of the City of White Salmon do ordain as follows:

Section 1. Items ~~stricken through~~ are removed and items underlined are added.

Section 2. White Salmon Municipal Code 12.28 as follows is adopted.

Chapter 12.28 EVENT PARK FEES

Sections:

12.28.001 Definitions.

12.28.002 Fees established.

12.28.003 Permit required.

12.28.004 Violation—Penalty.

12.28.001 Definitions.

"Event". An organized gathering of not fewer than ten people for a planned occasion.

"Park". Those areas of the city zoned as public parks, including, without limitation, White Salmon City Park, Fireman's Park, Pioneer Park, ~~Jewett Creek~~ Gaddis Park, and Rhinegarten Park ~~[name other parks]~~.

12.28.002 Fees established.

The city of White Salmon hereby establishes fees to reserve the use of public parks within its boundaries for events. The fees shall be adopted by council resolution and shall remain in effect until repealed or revised.

12.28.003 Permit required.

Event users shall first obtain a permit for the reservation of such use and pay any required fees and deposits prior to the event. The city shall have discretion as to the scheduling of events and generally operates on a first come, first serve basis.

12.28.004 Violation—Penalty.

It shall be unlawful to ~~conduct~~ reserve an event in a city park without first obtaining a permit. Violation of this section shall be punishable as a civil infraction in the sum of not less than the greater of one hundred dollars or twice the applicable user fee as established by resolution.

Section 3- SEVERABILITY. If any section, sentence, or phrase of this Chapter is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence or phrase of this Chapter.

Section 4 - EFFECTIVE DATE. This ordinance shall become effective following passage and publication as provided by law.

Passed by the City Council of the city of White Salmon, Washington and approved by the Mayor on this 6th day of August 2014.



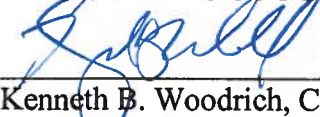
David Poucher, Mayor

ATTEST:



Leana Johnson, Clerk Treasurer

APPROVED AS TO FORM:



Kenneth B. Woodrich, City Attorney

RESOLUTION 2014-07-386

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON,
WASHINGTON, REVISING CITY PARK EVENT USER FEES**

WHEREAS, the City adopted an ordinance requiring a permit for event use in City parks, and

WHEREAS, the Ordinance called for a Resolution to adopt and revise the fee schedule for park use, and

WHEREAS, the Council wishes to approve the revised schedule of fees set forth in that form as the City's user fees for events in City parks,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WHITE SALMON, WASHINGTON, as follows:

The City Council hereby adopts the user fees set forth in the attached permit form ("Exhibit A") as the City's required user fees for events in City parks, pursuant to WSMC Ch. 3.42. The City staff shall have the authority to modify the permit form as needed, provided any change to the fee structure shall be first presented to city council for approval.

PASSED by the Council of the City of White Salmon, Washington. Dated this 16th day of July, 2014.

CITY OF WHITE SALMON, WASHINGTON



David Foucher, Mayor

ATTEST:

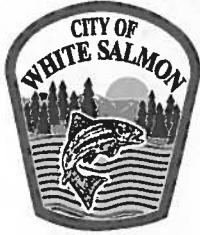


Leana Johnson, Clerk-Treasurer

APPROVED AS TO FORM:



Kenneth Woodrich, City Attorney



CITY OF WHITE SALMON P.O. BOX 2139 PHONE 509- 493- 1133
CITY HALL OFFICE 100 N. MAIN WHITE SALMON, WA 98672

PARKS FACILITIES USE APPLICATION

TODAY'S DATE: _____ DATES REQUESTED: _____

LOCATIONS REQUESTED: _____

TIME REQUESTED: _____ to _____ TOTAL HOURS REQUESTED: _____
MINIMUM 2hr rental required: Time requested includes set-up, breakdown & clean-up

APPLICANT/ORGANIZATION NAME: _____

PERSON IN CHARGE: _____

EMAIL ADDRESS: _____

PHONE: _____ (home) _____ (mobile)

ADDRESS: _____ CITY: _____ ZIP: _____

TYPE OF ACTIVITY: _____ NUMBER OF PEOPLE EXPECTED: _____

TYPE OF SUPERVISION: _____
Note: The City of White Salmon reserves the right to require mandatory security. Security services must have prior approval from the City of White Salmon. All associated expenditures are the responsibility of the applicant.

ADMISSION FUNDS COLLECTED? YES NO
CONCESSIONS SOLD? YES NO

Note: White Salmon Municipal Code Section 8.12.010 - Food establishment licenses and permits. It is ordained by the city council that, pursuant to RCW 70.46.120, the city expressly consents for the Southwest Washington Health District to charge fees in connection with issuance or renewal of any food establishment license or permit, required for sanitation purposes of any restaurant, market, tavern, bakery or similar facility; provided, however, the fees charged shall not exceed the actual cost involved in issuing or renewing the license or permit. (Ord. 297, 1977)

AGREEMENTS

The applicant agrees that during the use of this facility, _____ will not exclude anyone in participation in, deny anyone benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or disability. The group or individual sponsoring the event and using the facility hereby agrees to hold the City of White Salmon and its officers, agents, servants and employees harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said group or individual, or its agents while on City of White Salmon property, or that may result from or be claimed by reason of, the operations of said group or individual, except for the sole negligence of the City of White Salmon. The group or individual as the case may be, agrees to fully reimburse the City of Salmon for any damage arising from the use of said facility, plus costs and/or attorney's fees, if any incurred in collection of same.

It is your responsibility to inform all members of your group of the Park and Facility Rules and Regulations. Failure to abide by Park and Facility Rules and Regulations could result in immediate loss of privileges or forfeiture of privileges for future use.

Applicant Signature Date _____

GROUP CLASSIFICATIONS**Group 1**

White Salmon School District, or other School District, non-profit membership groups for events which are community based and involve activities which enhance the city. Examples of recognized groups engaged in promoting activities and issues: Boy Scouts, Girl Scouts, Campfire Boys and Girls, PTA, PTO, service clubs, Rotary, downtown business group, chamber, Boys & Girls Clubs and churches; or other similar activities that are approved by the City.

**Group 1 applicants must provide a copy of their IRS 501(c)(3) designation letter with this application.*

**Group 1 applicants will be charged additional fees when applicable in accordance with the Additional Fees & Charges section of this application.*

Group 2

Groups or organizations whose membership is open to the general public but operates for the primary benefit of their membership and/or participation is limited to a select group. Examples: model clubs, dance clubs, preschool co-ops, political organizations, etc.

Group 3

This classification includes:

- a. Groups or organizations, who charge fees, collect donations, membership fees or charge admission.
- b. Events not open to the general public (i.e., wedding receptions, anniversaries, private dance clubs, birthday parties, etc).
- c. Groups or organizations commercial in nature and are promoting a product or service (i.e., Tupperware, Large Garage Sales, Diet Workshops, etc.) Event can be free to the public.

HOURLY FEE SCHEDULE**GROUP 1**

M - TH Resident * Free* Non Resident * Fee* \$10.00

GROUP 1

F - SUN Resident * Free* Non Resident * Fee* \$20.00

GROUP 2

M - TH Resident * Fee* \$5.00 Non Resident * Fee* \$20.00

GROUP 2

F - SUN Resident * Fee* \$10.00 Non Resident * Fee* \$30.00

GROUP 3

M - TH Resident * Fee* \$10.00 Non Resident * Fee* \$30.00

GROUP 3

F - SUN Resident * Fee* \$15.00 Non Resident * Fee* \$40.00

Damage Deposit

\$150 (The applicant will be financially responsible for damages that exceeds the deposit amount.)

Additional Fees & Charges

Power Connect/Disconnect Fee - \$30.00

Garbage Fee - \$10.00 per can (Additional garbage fee's maybe required at City discretion.)

RENTAL FEE (STAFF USE ONLY)

Group Classification: _____ Fee per hour: _____ x _____ #hrs = Rental Fee: \$ _____

Damage Deposit Fee \$ _____

Power Connect/Disconnect \$ _____

Garbage Fee \$ _____

Total \$ _____

Date Paid: _____ Received by: _____

DAMAGE DEPOSIT REFUND (Application WILL NOT BE PROCESSED if incomplete)

ISSUE TO: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____

Deposit refunded via check to party named above upon inspection by Public Works staff.

HOURS OF AVAILABILITY

Daily 8:00 AM - 10:00 PM (or Dusk)

All events must be completely cleaned up and clear from the park by the closing time. The City Council may extend these times on a case by case basis. Groups must have a written letter of authorization from the City Administrator authorizing any activity outside the normal operating hours of the facility.

APPLICATION PROCEDURES

- ☐ Parks may be scheduled for an individual event or regular meetings
- ☐ Parks can be scheduled up to three (3) months in advance
- ☐ Advance registration is taken on a quarterly basis
- ☐ Telephone inquiries are welcome, but an application & deposit are required to guarantee rental
- ☐ Individual completing the application must be at least 21 years of age and present during the event
- ☐ Individual signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbances during the event.
- ☐ Restricted days for reservation of Parks- City wide events will take precedence
- ☐ Priority scheduling is given to White Salmon residents in reserving Parks (Reservation calendar schedules are available at City Hall.)

PAYMENT PROCEDURES

- a. Use fee and other related fees must be paid at the time of submitting an application for a reservation to secure the for the requested date. The amount of the Deposit is contingent upon all building facilities, furnishings and equipment. To ensure the return of the deposit, the facilities must be left in the same condition or better than originally found. If there is no damage or excessive cleaning required, the deposit will be returned to you within thirty (30) days of the reservation date.
- b. The Rental Fee MUST be paid in full thirty (30) days prior to the event, unless reservation time dictates otherwise. Failure to do so will constitute a cancellation (See Cancellation Guidelines: letter (A) for additional information.)
- c. Payments may be made with cash, personal check or money order.

INSURANCE REQUIREMENTS

- ☐ Lessee may be required to provide a copy of their Liability Insurance to the City of White Salmon within 30 days of the activity, and upon written request of the City, a duplicate of the policy as evidence of insurance protection provided.
 - ☐ The required insurance policy is to be endorsed to (1) name the City, its officers, employees, agents and volunteers as additional insured and (2) shall not be suspended, voided, canceled, or reduced in coverage or limits except after 30 days prior written notice to the City.
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- ☐ Event insurance can be purchased through the WCIA (*Washington Cities Insurance Authority* - <http://www.wciapool.org/>) that meets the requirements of the City of White Salmon Insurance requirements. Information regarding this Insurance is available from the City upon request.
 - ☐ For specific information on how to purchase this insurance contact City Hall at (509) 493-1133 Monday –Friday 8:00AM – 5:00 PM

RENTAL POLICIES

- a. Rental hours are consecutive and must include time for delivery of supplies, set-up, and tear down, and clean up
- b. Set-up begins at the specified time on the Facility Use Application given at the time of making the reservation. Early delivery of supplies and set-ups are not permitted.
- c. All items brought into the facility by the lessee are to be removed by the end of the rental period. The rental group is to remove food, materials, equipment, furnishings, and decorations left after use of the facility.
- d. **All garbage should be placed in or next to the dumpster in closed trash bags or as designated by the public works staff**
- e. It is the responsibility of the lessee to set up and move furnishings as desired. Please move all furnishings back to their original position before leaving the facility.
- f. Please remember that you have the Park available to you for ONLY THE TIME REQUESTED. There may be other parties using the shelter immediately after you. Therefore please make sure that you have allotted time to set-up and tear down for your function.
- g. Reservations are for the Park ONLY. The playground, tennis courts, basketball courts are open to all citizens.
- h. Inflatable toys, dunk tanks or similar items are NOT ALLOWED
- i. Power is AVAILABLE upon request.

CANCELLATIONS

- a. Cancellations made within thirty (30) days of the reservation will be charged 50% of the Rental Fee and 50% of the damage/cleaning deposit. If Rental Fee charges were not paid within 30 days of the event, 50% of the rental fees will be subtracted from the damage/cleaning deposit paid at the time of application.
- b. Cancellations made thirty (30) days or more before the reservation will be charged 50% of the Rental Fee with 100% the damage/cleaning deposit being refunded. Rental Fee charges will be subtracted from the damage/cleaning deposit paid at the time of application.

GENERAL RULES

- ☐ Throwing of rice, birdseed, or confetti is not permitted.
- ☐ Decorations may be attached to walls, windows, or ceilings with masking tape or other non-marring material. Do not use tacks, staples, glue or any other marring method.
- ☐ Use of illegal drugs, smoking, and/or gambling is prohibited on/in any City of White Salmon park or facility
- ☐ Only the Park specified on the Use Application will be available for use by the lessee
- ☐ Rental facilities are available daily from 8:00 AM - 10:00 PM (or Dusk). Event must conclude at a reasonable time to accommodate clean up.
- ☐ Minors must have adequate adult supervision
- ☐ The City of White Salmon does not assume responsibility for personal property left unattended in City facilities
- ☐ The City of White Salmon cannot be responsible for accident, injury, or loss of property
- ☐ The misuse of any City facility or the failure to comply with these regulations will be sufficient reason for denial of further reservations
- ☐ Event participants must park in the designated parking areas only. Parking spaces in the City Hall parking lot or City Park are open to the public.
- ☐ The City of White Salmon scheduled events will take precedence over non-city events
- ☐ BBQ's are allowed to be brought into the Park areas. BBQ coals must be taken with you when leaving. (Do not put coals / ashes in garbage.)

RULE OF THUMB: Leave facilities in the same condition or better than you found them.

USE OF ALCOHOL

Alcohol cannot be served within any public facilities without the direct permission of the City Council and a Washington State Liquor Permit. If Alcohol is to be served the applicant must provide adequate secured has required by the City of White Salmon.
