

RESOLUTION #2017-03

A RESOLUTION FOR THE TOWN OF BUCODA, THURSTON COUNTY, WASHINGTON, ESTABLISHING THE RATES AND CHARGES FOR THE USE OF TOWN FACILITIES, PARKS, AND CAMPGROUND AS REQUIRED BY AND IN CONJUNCTION WITH THE TOWN OF BUCODA'S ORDINANCE GOVERNING USE OF PUBLIC FACILITIES.

A RESOLUTION repealing Resolution numbers 2011-01, 2011-05, and 2012-03 in their entirety, and any other Ordinance or Resolution, or portion thereof that may be in conflict with this Resolution.

WHEREAS the Council of the Town of Bucoda deems it necessary to set rates for the following, but not limited to: usage, cleaning and maintenance, and deposits for facilities, parks, and the campground in the Town of Bucoda,

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF BUCODA AS FOLLOWS:

SECTION 1. DEPOSIT

A \$100 refundable deposit shall be required for the rental of town facilities. The Campground users who wish to have a restroom key and/or who have a dog camping with them are required to pay the deposit amounts listed on the facility rental application. Only once the key is returned, and only if the facility is properly cleaned, will an applicant receive the deposit back. The deposit refunds will be processed in the form of a check, and will be mailed to the applicant. If the key is not returned, or the facility is damaged or is not properly cleaned, then NONE of the deposit will be refunded. The rental discount for Bucoda residents does not apply to deposits.

SECTION 2. SPONSORSHIPS AND CLASSES

There are certain situations in which Council may desire to sponsor an event. Council's sponsorship is largely based on what class the event qualifies under. If your class is one which may qualify for sponsorship (such as, but not limited to, Class I), a request for sponsorship must be submitted to the Council prior to the use of the facility or area. Classes are defined as follows:

- **Class I: Town/School Use** – All Bucoda parks and recreation-sponsored activities and school-sponsored activities, youth-sponsored sports such as little league, and other activities approved by the Bucoda Town Council.
 - **Class II: Recognized Youth Groups** – Recognized youth groups which are open to the community and sponsored by non-profit community organizations, e.g. Boy Scouts, Girl Scouts, Camp Fire, 4-H clubs, Royal Rangers, etc.
- Non-Profit Organizations** – Any group chartered, organized, and acting as a

Washington State non-profit corporation. Non-profit groups must present a copy of the Internal Revenue Service 501(c)(3) form.

- **Class III: Private Interest Groups or Activities** – Groups not open to the public usage, for recreation purposes only.
- **Class IV: Public Interest Groups or Activities** – Government agencies, recognized charitable organizations, recognized civil groups, group meetings in the interest of public health, education, and welfare, sponsored by recognized organizations, e.g. charity groups such as Red Cross, Hospital Auxiliary, Cancer Society, etc. Inclusion in this category is based upon the concept that the activity provided is available to the public.
- **Class V: Private and/or Personal Use** – Refers to groups or organizations who charge fees, collect donations, membership fees, or charge admission. Events not open to the public, i.e. weddings, receptions, anniversaries, private club dances, family functions.
- **Class VI: Commercial or Profit Motivated Groups or Activities** – Day Rate Plus 5% of Gross Sales to Be Returned to the Town of Bucoda – Includes groups or activities, the motive of which is commercial gain or monetary benefit, either directly or indirectly.

SECTION 3. INSURANCE COST AND REQUIREMENTS

In certain circumstances, it may be required for the applicant to obtain, at their own cost, liability insurance, naming the Town of Bucoda as additional insured in the amount of no less than \$1,000,000 prior to the final approval. The determinations of whether this is required will be based on information provided by the application during the application process.

SECTION 4. FEES

The fees for the facilities, parks, and campground are set according to the Facility Use Application page, included herein. The application process shall consist of the attached pages herein, which include: Facility Use Application page, Determination of Liability Insurance section, Reservation Procedure section, Agreement section, Rental Rules and Restrictions page, Assumption of Responsibilities section, and User Responsibilities section.

SECTION 5. EFFECTIVE DATE

This ordinance shall be effective upon its passage and due publication as required by law.


PASSED BY THE TOWN OF BUCODA TOWN COUNCIL ON THIS 12TH DAY OF SEPTEMBER 2017.

APPROVED TO FORM AND
CONTENT:



Mayor, Alan Carr

ATTEST:



Clerk/Treasurer, Jennifer Bates

FACILITY USE APPLICATION \$100 refundable deposit required for rentals

<input type="checkbox"/> Bucoda Community Center Downstairs		Holidays are an All Day Fee			
Monday - Thursday Rental	<input type="checkbox"/> 8:00am - 4:00pm	\$50.00	<input type="checkbox"/> 5:00pm-10:00pm	\$50.00	<input type="checkbox"/> all day \$75.00
Friday Rental	<input type="checkbox"/> 8:00am - 4:00pm	\$50.00	<input type="checkbox"/> 5:00pm-12mid	\$60.00	<input type="checkbox"/> all day \$75.00
Saturday Rental	<input type="checkbox"/> 8:00am - 12mid	\$100.00			
Sunday Rental	<input type="checkbox"/> 8:00am - 10:00pm	\$100.00			
<input type="checkbox"/> Bucoda Community Center Upstairs (Kitchen, Dining Area, and Ballroom)		Holidays are an All Day Fee			
Monday - Thursday Rental	<input type="checkbox"/> 8:00am - 4:00pm	\$250.00	<input type="checkbox"/> 5:00pm-10:00pm	\$250.00	<input type="checkbox"/> all day \$400.00
Friday Rental	<input type="checkbox"/> 8:00am - 4:00pm	\$250.00	<input type="checkbox"/> 5:00pm-12mid	\$250.00	<input type="checkbox"/> all day \$400.00
Saturday Rental	<input type="checkbox"/> 8:00am - 12mid	\$500.00			
Sunday Rental	<input type="checkbox"/> 8:00am - 10pm	\$500.00			
<input type="checkbox"/> Snack Shack Building at Volunteer Park		Holidays are an All Day Fee			
Monday - Friday Rental	<input type="checkbox"/> 8:00am - 4:00pm	\$15.00	<input type="checkbox"/> 5:00pm-10:00pm	\$15.00	<input type="checkbox"/> all day \$25.00
Saturday Rental	<input type="checkbox"/> 8:00am - dusk	\$25.00			
Sunday Rental	<input type="checkbox"/> 8:00am - dusk	\$25.00			
<input type="checkbox"/> Volunteer Park (Park area and Baseball Field)		Holidays are an All Day Fee			
<small>*Fees apply to adults only (no children) and are eligible if the area is closed to public for reservation.</small>					
Monday - Friday Rental	<input type="checkbox"/> 8:00am - 4:00pm	\$20.00	<input type="checkbox"/> 5:00pm-10:00pm	\$20.00	<input type="checkbox"/> all day \$30.00
Saturday Rental	<input type="checkbox"/> 8:00am - dusk	\$35.00			
Sunday Rental	<input type="checkbox"/> 8:00am - dusk	\$35.00			
<input type="checkbox"/> Sheltered Area At Volunteer Park		*No Charge		\$0.00	*Must be reserved for exclusive use
<input type="checkbox"/> Full Campground Rental (per day)		<input type="checkbox"/> 8:00am - dusk	\$200.00	<small>*More than 30 people need Council approval</small>	
<input type="checkbox"/> Septic Dump Fees *not applicable to campsite renters		<input type="checkbox"/> per dump	\$15.00		
<input type="checkbox"/> Campground Tent Sites (per site)					
Daily Rental	<input type="checkbox"/> \$10.00	<input type="checkbox"/> senior rate	\$5.00	<input type="checkbox"/> Pet Deposit Fee	\$50.00
Weekly Rental	<input type="checkbox"/> \$50.00	<input type="checkbox"/> senior rate	\$25.00	<input type="checkbox"/> Restroom Key Deposit	\$20.00
<input type="checkbox"/> Campground Camper Sites (per site)					
Daily Rental	<input type="checkbox"/> \$20.00	<input type="checkbox"/> senior rate	\$10.00	<input type="checkbox"/> Pet Deposit Fee	\$50.00
Weekly Rental	<input type="checkbox"/> \$120.00	<input type="checkbox"/> senior rate	\$60.00	<input type="checkbox"/> Restroom Key Deposit	\$20.00
21 day Rental	<input type="checkbox"/> \$360.00	<input type="checkbox"/> senior rate	\$180.00		

Name of Organization (if applicable): _____	
Person Responsible _____	
Address _____	City / State / Zip _____
Home Ph _____	Cell Ph _____
Email Address _____	*Bucoda Residents Receive 20% off rental fees Proof of Bucoda Residency? YES NO
Type of Activity Planned _____	Date of Rental _____
Event is: <input type="checkbox"/> Private	<input type="checkbox"/> Co-sponsored by Town <input type="checkbox"/> Non-Profit
<input type="checkbox"/> For Profit (add \$25.00 per Day)	
Estimated Attendance: <input type="checkbox"/> Adult	Youth: *Occupancy Levels will be posted at site

The following criteria will be used to determine if liability insurance is required. Indicate all that apply:

- Applicant is a business or organization
- Event involves people other than applicant's family members and close friends
- There is an admission charge or a charge for anything provided at the event (includes sale of product or service)
- Event attendance and proposed usage fall outside of facility's design
- Alcohol will be present at event, but not sold
- Alcohol will be sold at event
- Law enforcement will be required for security or traffic control

The Town reserves the right to require insurance based on the risk posed by the activity planned. Applicants required to have liability insurance must provide a certificate of insurance naming the Town of Bucoda as additional insured in the amount of no less than \$1,000,000 prior to final approval.

RESERVATION PROCEDURE

1. Reservations may be made up to 12 months to the day in advance through the Town Hall Office during regular business hours.
2. Renter must be at least 21 years of age. NO SMOKING in Town Facilities.
3. Reservation requests may be made by phone or in person; however in-person applicants will have priority if requests received at the same time. An applicant has 10 days after the date is requested to return completed application form with required deposit fee. Rental fees and key / pet deposits may be paid at the same time, or must be paid no later than 10 days prior to the event. If completed application form and deposit fee are not received on or before the tenth day of requesting the date, the reservation date will be automatically cancelled and reopened to others. If a reservation is made within the ten day period prior to the requested date, confirmation of the reservation will not be made until the application form, deposit, and rental fee are received, and may be superseded by in-person application. CANCELLATIONS RECEIVED LESS THAN TEN DAYS BEFORE RENTAL PERIOD WILL RESULT IN FORFEITURE OF FACILITY RENTAL FEES.
4. The Bucoda Town Council reserves the right to waive charges, or "sponsor" events for use by groups such as, but not limited to: the local community non- profit organizations who are sponsoring community wide events.
5. Open facilities, such as the park, are available to all on a first come first served basis, unless a party has made a reservation and paid a rental fee. If a party is using an open facility on a first come first served basis, and has not paid a rental fee, the area is open to the community. If a rental fee has been paid, then the area is closed to the community, and reserved for the party, during the time of use.
6. Cancellation received less than ten days before event will result in forfeiture of facility rental fee.
7. Any groups of more than 30 intending to rent the campground must get prior Council approval for site to be available.
8. Deposits are refundable when: Upon vacating the premissis, the renter notifies town hall within 24 hours of check out; upon vacating premissis, any keys in possession of renter are turned back in to town hall; upon vacating, a town employee performs a visual inspection of the area rented and recomends a refund; and the applicable deposit refund check is approved by council.
9. Recommended deposit refunds will be made out and mailed to the name and address provided on the application. Deposit refunds must be approved by council, and therefore, will be mailed out after the applicable Council meeting.

AGREEMENT:

The applicant shall indemnify and hold harmless the Town of Bucoda, its elected / appointed officials, its employees and agents from and against any and all claims, demands, suits, action payments, and judgments as a result of injury or death of any person or property sustained by applicant or any other person which arises from or in any other manner grow out if any act or omission on or about said facility by applicant, its agents, guests, or employees in the execution of this facility use agreement including any and all expenses, legal or otherwise incurred by the Town or its representatives in the defense of any suit or claim.

By signing below, I certify that I am at least 21 years of age and agree to adhere to all rules, regulations and policies of the Town of Bucoda. I acknowledge the receipt of the Rules and Restrictions and the Assumption of Responsibilities and agree to take responsibility for compliance. I hereby understand that failure to follow the policies regarding rules, restrictions and user responsibilities will result in additional charges for labor and material expenses incurred at the Town of Bucoda Facilities. Billings not paid within 15 days of receipt will be turned over to a collection agency and subject to fees assessed by the collection agency.

Signature of Applicant or Authorized Representative

Date

For Office Use Only

Reservation Date: _____

Date Paid: _____

Exempt from Liability Insurance _____

Liability Insurance required _____

Certificate Provided _____

Approved by: _____

Date: _____

Town of Bucoda Rental Rules and Restrictions

1. Cancellations received less than ten days before rental period will result in forfeiture of facility rental fee.
2. **Party is responsible for picking up the key for the enclosed buildings at the Town Hall Office during regular business hours on the last business day before the function.** Key must be returned within 48 hours of rental, or a re-keying fee will be charged.
3. Party may access the building no earlier than one half hour prior to the start of the rental time period. Outdoor areas and shelters are available on day of use at 8am. **UPON ENTRY** if you find any facility or equipment problems, immediately notify the Public Works Director at 360-508-8307.
4. Party is responsible for cleaning up, locking windows and doors, placing all bagged garbage in LeMay receptacle outside of facility, and returning the key back to the office (night drop box may be used for key return after business hours). If proper clean up, security, and returning of key is not done appropriately, the party will be subject to additional charges noted on the Assumption of Responsibility.
5. Party must vacate the building / area by the end of the rental time period or will be subject to additional charges noted on the Assumption of Responsibility.
6. The Town of Bucoda requires ALL facility users to respect the park patrons and neighboring residents by prohibiting the following: loud music, strobe lights, loud noise, yelling, foul language, squealing tires, revving car engines, vehicle engines left running, etc. Groups / individuals planning to have amplified music / sound or speakers must keep all exterior doors and windows closed while music is playing and keep the volume so it cannot be heard outside the facility. If children are in attendance, it is the user's responsibility to supervise them at all times. Town Ordinances and State / County Laws relating to facilities and / or nuisances are also applicable.
7. Possession or consumption of alcoholic beverages in Town facilities is prohibited unless user has provided proof of appropriate liability insurance and has obtained a banquet permit from a state liquor store when associated with a building rental. A banquet permit must be posted conspicuously. Any liquor use outside of the building requires special security consistent with State Liquor Laws. All beverages must be dispensed in unbreakable containers. **NO ALCOHOLIC beverages allowed outside the rented areas.**
8. Groups / Individuals determined by the Town of Bucoda to need liability insurance must provide a certificate of insurance naming the Town of Bucoda as additional insured in the amount of no less than \$1,000,000 prior to facility use approval. Persons 21 years of age or older needing to purchase insurance may do so online through _____ . Based on information contained in the application form:
 Liability Insurance IS required Liability Insurance is NOT required
9. No animals allowed (except service animals) in buildings without approval.
10. No political banners or other prohibited signs allowed on Town property outside of the rented building.
11. For Community Center Upstairs: The chair lifts are for the purpose of transporting people only. Do not place any items on the chair lifts or use the chair lift for any reason other than it's intended purpose. Any cost from damages caused to the chair lift(s) due to use outside of thier intended purpose will be the responsibility of the renter.

ASSUMPTION OF RESPONSIBILITIES

Users of Town of Bucoda Facilities / Areas are required to complete certain responsibilities prior to vacating the premises. Those responsibilities are indicated below:

USER RESPONSIBILITIES

ACCESS FACILITY: the facility may be accessed no earlier than one half hour prior to rental period.

FLOORS: sweep floors, mop up all spills with fresh water, clean and rinse mop. Return all cleaning materials to storage area.

GARBAGE: Bag all garbage and place in LeMay receptacle and / or dumpster located at facility. Check outside grounds for loose garbage and pick up before leaving the area.

RESTROOMS: Pick up any debris, mop floors if needed. Make sure toilets are flushed.

KITCHEN AREAS: Wipe down all counters, sinks, stoves, including oven if needed. Clean up any spilled food. Remove all food and bagged ice from refrigerator and wipe clean. Clean coffee pot after use.

TABLES & CHAIRS: Wipe down tables and chairs. Stack tables and chairs in designated marked areas. No extra tables or chairs provided.

DECORATIONS: Decorations in facilities are allowed but may only be secured with masking, double sided, or scotch tape. **No push pins, tacks, staples, or nails allowed. Decorations and tape must be removed prior to leaving the facility.**

PERSONAL BELONGINGS: Remove all personal belongings. The Town of Bucoda is not responsible for lost or damaged items.

CLOSING: Turn thermostat switch back to off position when applicable. Return key to the office, using night drop box if it is after hours. Turn off all lights. Lock and secure all windows and doors.

VACATE FACILITY: Facility must be cleaned and vacated by the end of the rental period.

KEYS: Key must be returned within 48 hours of rental, or a re-keying fee will be charged. Long-term checkout of facility keys is not allowed.

Failure to complete any of the responsibilities listed above will result in a minimum service charge of \$50 for up to 1 hour of cleanup, plus \$50 for each additional hour or portion there of required by staff to clean facility.

USER SHALL BE RESPONSIBLE FOR DAMAGE AND / OR LOSS OF TOWN PROPERTY AND WILL BE CHARGED THE ENTIRE COST OF REPAIR OR REPLACEMENT, INCLUDING ANY LABOR EXPENSES, PLUS UP TO A 15% CHARGE FOR ADMINISTRATIVE PURPOSES.