



FACILITY RENTAL GUIDE

Thank you for considering Metro Parks Tacoma as the site for your meeting or special event. This guide is designed to help you find, reserve and plan the space that meets your needs. This guide will help you:

- Make a reservation
- Plan a budget
- Understand the guidelines for usage and amenities available to you

Should you have additional questions, please consult with a Metro Parks staff and/or request a copy of the Rental Policy.

RESERVATION PROCESS

- Reservations are accepted up to one year in advance, and on a space available basis. Reservations are processed on a first-come, first-served basis, with walk-in registrations being processed first. Note: reservation requests cannot conflict with and/or interfere with current Metro Park programs, activities or scheduled administrative use.
- Available hours for rentals may be adjusted to accommodate other activities.
- MPT will maintain a Rental Facility & Amenities Guide for specific details on rental facilities, amenities available, and contact information, as well as a Rental Facility Rate Sheet for specific information on rental rates per location.

PAYMENT METHODS

- Facility rental payment may be made by cash, check (personal, cashier or money order) or credit card (VISA or MasterCard). Personal checks **will not be accepted later than 30 days prior to the event**. Insufficient funds will result in a cancellation of the event and will not be reinstated if reserved by another party or until the renter pays the amount due plus a \$25 NSF service fee.

APPLICATION AND PAYMENT PROCESS

- A complete Facility Rental Application Form must be submitted and signed by the legally responsible party in order to initiate the reservation process.
- The requested date(s) is not secure until full payment of all rental fees, including the cleaning fee is received.
- Non-payment will result in a hold on the request. The date will continue to be available to new applicants.
- Once payment is received a receipt, contract, and date reservation slip will be provided to the renter. Final confirmation requirements are listed on the contract and include a final confirmation deadline date.

FINAL CONFIRMATION AND DAMAGE DEPOSIT REQUIREMENTS

- The renter must meet with MPT staff to present the deposits and review the rental contract in person at a date no less than 15 days prior to the event. At this time, a Point of Contact must be named and identified prior to the start of the rental. This Point of Contact is required to remain on-site from the time the rental begins (set-up) through the time the rental ends (tear down).
- It is at this time that any new additional rental requests must be finalized (i.e. extending rental hours, use of coffee pot or P.A. system, etc). Any additional requests must be paid for at this time in order for the requests to be honored.
- The damage deposit is due at this time. Credit card is only accepted for damage deposit payment. If MPT does not receive payment 15 days prior to the date of the event, the reservation will be cancelled. This is a cancellation by the party and the no refunds policy applies. (See refund policy). The name of the responsible party must be imprinted on the card and must match at least one of the signatures on the rental contract.

- A minimum 5 day advance notice is requested for a rental reservation. If a rental is made less than 15 days prior to the event, payment of all fees (rental, cleaning and damage) is due in full at the time of the reservation. No checks will be accepted for any fees less than 30 days before the event.
- A Damage deposit is used to offset the cost of damage, repair, replacement and/or excessive cleaning needs to the building, grounds, furniture and/or fixtures. It is also used to offset additional rental fees which may be incurred. The damage deposit fee process will begin no later than seven business days following the rental.
- Cancellations, Refunds & Rescheduling Process
- All rescheduling or refund requests must be made in writing via email, fax, U.S. mail or in person.
- If the renter initiates a cancellation in order to receive a full refund, the cancellation notice must be received a minimum of 61 days prior to the event. A 50% refund will be allowed if cancellation notice is received 30-60 days prior to the event. No refunds will be made with less than a 30 day notice or due to weather or seasonal conditions not initiated by MPT.
- If a rental is cancelled by MPT because the renter has failed to provide all of the necessary information or fees, MPT shall retain the rental paid unless the facility is rented by another group, less a \$25.00 handling fee.
- MPT shall make every effort to open a facility when a rental is scheduled. However, if severe inclement weather or other acts of nature (ice storm, snow storm, damage caused by weather) prohibits the opening of a facility, the renter will be notified as soon as possible. The renter will be provided the opportunity to reschedule to another available date or have the rental fees refunded in full.

DISCOUNTED FEES

- Only non-profit organizations or designated MPT partners may be eligible to receive a reduced rental rate. Discounts apply only to the facility rental fee. Discounts do not apply to cleaning fees, staffing fees, damage deposits, additional amenities, etc.
- To apply for a rental discount all non-profit organizations must submit along with their rental application, a copy of their State License as proof of their non-profit status. Staff shall review and respond to all rental discount requests within 5 working days of receiving the required paperwork.
- Proof of non-profit status does not guarantee that an organization will receive a discount.

CUSTOMER RESPONSIBILITIES

- Each individual in the group must obey all applicable MPT, City, State and Federal rules, ordinances, laws and regulations. Failure to do so may result in the rental contract being cancelled or terminated, and all guests being asked to leave the premises and/or be subject to legal action.
- The renter is responsible to provide general supervision and control over all activities and people to prevent injury or damage. A designated Point of Contact must be named, identified and on-site for the entire rental which includes set-up and tear down.
- Renter must provide general clean-up of rental facility related to their decorations. Renter is responsible for the removal of all personal belongings and/or left-over food from the premises.
- The renter or designee is to become familiar with the facility, its amenities and overall condition. This includes a pre and post rental walk thru with staff and signing of the rental checklist at the beginning and end of the rental. The same person must be available for each. The designee must be listed on the contract. If the designee/renter is not available for the walk through per the terms of the agreement, they void the right to have representation present and the judgment presented will be final.
- Renter is financially responsible for any damage to or the need for excessive cleaning of the facility (beyond 2 hours) or for cleaning related to improper use of the facility (urination on floors, bottles on park grounds, not using trash receptacles, footprints on walls, etc.) park grounds or amenities that may be caused by the customer or someone from their group. Excessive cleaning is billed at 1.5 times the rental fee.
- MPT is not responsible for providing any amenities the day of the event that were not explicitly agreed to at the contract confirmation meeting 15 days prior to the event.
- A certain number of tables and chairs are available at each facility. If additional/different tables or chairs are needed, arrangements must be made with an outside rental company by the renter.
- Room Capacity determines the maximum number of guests allowed either seated or standing. By fire code the listed capacity cannot be exceeded at any time, and will be enforced by staff on duty. Violation of the capacity will result in loss of the security deposit and termination of the event.

GENERAL REQUIREMENTS

- Rental Hours: All facilities are rented on an hourly basis, with some venues having a 2-4 hour minimum rental. The rental time includes the time needed for set-up and tear-down by the renter.
- Rentals which do not vacate the premises as per the rental agreement/contract terms will be assessed additional fees at a rate of 1 ½ times the established hourly rate. This will be assessed on a 30 minute basis. All rentals must allocate one hour for tear down and begin at 11:00 pm. Any alcohol service must also end at 11 pm. All guests must be out of the facility and off MPT premises no later than midnight.
- Excessive cleaning needs may include spills, stains or trash pick-up/removal, etc which extends beyond the allocated hours (normally 2 hours) for cleaning.
- A damage deposit is required for all rentals that serve alcohol (\$500 for alcohol served before 8pm and \$1,000 for alcohol served after 8pm and \$350 for champagne toasts only or non-alcoholic events). Damage deposits are meant to guarantee that the renter will abide by the terms of the contract. Actions such as: going over hours, over capacity, violating the terms of the banquet permit, violating park code, and facility damage are grounds for withholding the damage deposit.

SECURITY

- Private security or Tacoma Police Department security may be required at your event if alcohol is served, or if an admission is charged or open to the public. Security is arranged through MPT and the financial responsibility of the renter. MPT will collect security fees payment as part of the rental agreement fees. All event-related fees, including security, must be paid in full prior to the start of the rental. Failure to pay the required fees may lead to the cancellation of the event. **(No money will be refunded).**
- MPT has the discretion to require a damage deposit for events without alcohol or for security guard requirements at events with alcohol that end prior to 8pm based on the type of event, group size, and/or rental history.
- Certificate of Insurance: A certificate of insurance is required for a rental by a company, business, community or non-profit organization and/or if the event is open to the public. The certificate must provide insurance coverage of at least \$1,000,000 for bodily injury/property damage. MPT must be named as additional insured, and receive the insurance certificate on file 15 days prior to the event, or the rental will be cancelled.

ALCOHOL

- Only beer, wine and/or champagne are allowed to be **served by a licensed bartender** and **consumed inside the rental facility** with verification of Banquet Permit has been obtained through a local WA State Liquor Store. A copy of the Facility Rental Form will be required to obtain a Banquet Permit. The original Banquet Permit must be submitted to Metro Parks at least 15 days prior to the event. Failure to obtain a Banquet Permit will result in alcohol not being allowed to be served to guests.
- Alcoholic beverages of any kind are not allowed in any open park space, including a picnic shelter or the exterior of a rental facility. Alcoholic beverages are prohibited from being served after 11pm in the facility. Serving alcohol without the appropriate banquet permit, serving hard liquor, consuming alcohol outside the building, and/or serving anyone under 21 is cause for a rental to be immediately terminated and the damage deposit withheld. It is the renter's responsibility to inform guests of MPT's policies.
- MPT will review each rental requesting that alcohol be allowed. MPT reserves the right to deny any group permission to serve or have alcohol on the premises. Security is required if alcohol is being served after 8pm. Damage deposits will apply to ensure that a group complies with the determination to not allow alcohol at the rental.
- If alcohol is part of an event, all alcohol must be brought into the facility during set-up hours, checked in with and stored by MPT staff in non-event space. The alcohol can only be moved into the event space when a licensed bartender is present.
- Bottled beer must be poured into and served with plastic cups.
- Beer kegs must have a vapor barrier to protect flooring
- Security is not required if alcohol is brought in as a gift; however, as a gift – the alcohol cannot be consumed on-site.

SMOKING

- Smoking is prohibited inside all Metro Parks Tacoma facilities and park properties.

PARKING

- All group users are advised and encouraged to car pool to the event and/or shuttle their participants from an authorized pre-arranged location. Rentals are not given exclusive parking privileges at MPT facilities/sites. Illegally parked cars may be ticketed or towed.

MUSIC AND NOISE LEVELS

- All musical systems must arrive and depart from the facility within the scheduled rental hours to avoid additional charges. Musicians cannot use any device that creates smoke, mist or bubbles as part of their performance or violate other rental rules.
- Should the music exceed reasonable indoor levels, MPT will ask the designated event point of contact to turn the music down. If more than 3 requests are made by MPT staff, the event may be terminated for non-compliance.

AMERICAN DISABILITY ACT (ADA)

- MPT has several facilities that are historic in nature or were constructed prior to the establishment of American with Disability Act (ADA) standards. The facility addendum lists any areas where the facility does not fully comply with ADA standards. The renter accepts the facility with these limitations unless a reasonable accommodation is requested and approved at the time of signing.