

HIGH PRAIRIE COMMUNITY CENTER RENTAL PACKET



Administered by:
High Prairie Community Council
P.O. Box 592, Lyle, WA 98635

For information or reservations, contact:
Ken Hansen, Facility Coordinator
907-942-2847 (cell) -or- n2fishtoo@gmail.com

*W*elcome to the High Prairie Community Center!

The High Prairie Community Center is located at 701 Struck Road, seven miles northeast of Lyle, Washington, in beautiful rural High Prairie. We hope you will find it a great location for your meeting, class, reception, celebration, or whatever event you may be planning.

How to Reserve the Center

1. For complete information, go to www.highprairie.us and click on the "Community Center" heading.
2. Call or email the Facility Coordinator to schedule your event (see above for contact information).
3. Obtain fee and deposit requirements from the Facility Coordinator.
4. Fill out and sign the Rental Application, which includes a Liability Release.
5. Submit the signed application, along with payment for the amount of the fee and deposit, to the HPCC at PO Box 592, Lyle, WA 98635. The rental fee and deposit must be paid at time of application. For last-minute reservations, call to make payment arrangements.
6. The application will be processed and scheduled date confirmed as soon as possible.

----- About the Community Center -----

The High Prairie Community Center is located at 701 Struck Road, seven miles northeast of Lyle, Washington, in beautiful rural High Prairie. The space consists of a versatile 1,700 square foot open room with an attached kitchen and restroom facilities. The Community Center is handicap accessible. The legal maximum capacity is 186, although the space is more comfortable with smaller numbers, to avoid crowding.

A graveled parking lot offers space for 36 vehicles plus 2 handicapped parking spaces. No parking is allowed on Struck Road or on the east side of the building which is clearly marked for fire department access only.

Due to liability concerns, **alcohol use is not allowed** inside the building or anywhere on the property. Any planned food service should be noted on the Rental Application.

Cleaning and damage deposits are required prior to every event. Renters are expected to leave the Center as it was when they arrived. If necessary, all or a portion of the deposits will be used to bring the Center back to rentable condition. Any remaining portion will be refunded.

Please refer to page 4 for a complete list of Facility Use Policies.

----- Directions to the Community Center -----

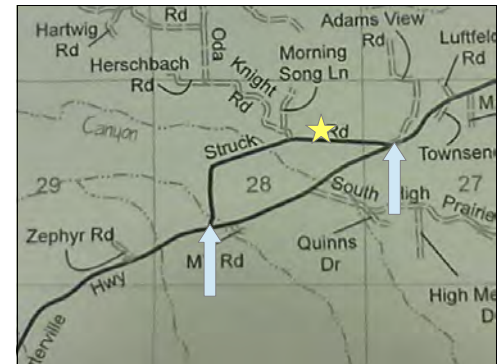
Take Centerville Highway north from Lyle, Washington, (turn between the gas station and Country Cafe) or west from the intersection with Highway 97 (approximately four miles south of Goldendale, Washington). Struck Road is a short loop road, with two entrances on Centerville Highway. Turn north onto Struck Road at either the western or eastern entrance and follow it until you reach the Community Center.



In Lyle, turn north from Highway 14.



On Highway 97, turn west about 4 miles south of Goldendale.



The two entrances to Struck Road -- the Community Center is at the star.

Notices

Rental eligibility will be determined by the HPCC Board of Directors, governed by State and Federal regulations and anti-discrimination laws. All rentals are subject to HPCC approval, and HPCC reserves the right to refuse to rent to any person or organization.

HPCC designated representatives are granted the authority to close any event and clear the building when conditions warrant such closure.

HPCC and HPFD have the right to cancel reservations at any time due to an emergency. Any liability is limited to the return of rental fees and deposits paid.

HPCC is not responsible for any lost, stolen, or damaged items, or items left on the premises following building use.

RENTAL FEES AND DEPOSITS

1. Standard and Kitchen Rates for Activity or Event Rental:

Standard rental includes tables, chairs, projection screen and computer projector, piano, coffee pots and electric tea kettle. Renters supply their own plates, cups, flatware, dishtowels, tablecloths, coffee, tea, etc. **Full kitchen rental** requires an additional fee and includes, in addition to the above, sinks, stove, refrigerator, and dishwasher; and all pots, pans, dishes, flatware, cups, etc.

Rental rates for hall with **no** use of kitchen:

Up to 4 hours	\$30
4 to 8 hours	\$60
Over 8 hours	\$10 each additional hour

Rental rates for hall **plus** use of kitchen (cooking or catered):

Standard Rental rates **plus** \$50
The kitchen must be thoroughly cleaned before leaving.

Refundable Cleaning and Damage Deposit \$250

2. Business Meetings:

Use of the Community Center hall for simple meetings, with no use of the kitchen, will be charged at the above non-kitchen rates. A refundable cleaning and damage deposit of only \$50 will be required, on the assumption that a business meeting will have a lighter impact on the space. Coffee and tea are available. Clean-up of all areas used is required after the meeting.

Rental Rate: Standard rates as above Refundable Deposit \$50

3. Donation-based Classes or Informational Services:

Use of the facility for an event or activity, offered free of charge or by donation, which promotes the health and well-being of the High Prairie Community. Does not include use of the kitchen. The person leading the event or activity may supply the donation or collect the donation from attendees and deliver it to HPCC. No deposit is required, but clean-up after the class is.

Rental Rate: Suggested donation of \$10 per hour

5. Commissary Kitchen:

Use of the kitchen ONLY for the purpose of commercial food preparation.

Rental Rate: \$20 per hour of kitchen time. Refundable Deposit: \$250

4. Uses Exempt from Rental Fees:

1) High Prairie Community Council events and High Prairie Fire District meetings are **exempt from rental fees and deposits**. However, clean-up of the areas used is expected.

2) Rental fees will be waived for memorial or funeral services for current or former members of the High Prairie community; use of the hall will be on a donation basis only. A refundable cleaning and damage deposit of \$100 is required. Use of the kitchen is not included. Any associated activity that makes use of the kitchen, such as a reception or meal, will require the standard kitchen rental rate of \$50 plus a refundable cleaning and damage deposit of \$250 instead of \$100. Either way, all areas used must be cleaned at the end of the event. All arrangements must be made by the family. HPCC doesn't organize or host memorial/funeral service events.

High Prairie Community Member memorial /funeral service:

Hall Rental only	none
Associated use of kitchen:	\$50

Refundable cleaning and damage deposit

Hall only:	\$100	Hall and Kitchen	\$250
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FACILITY USE POLICIES

Emergency Contact Information: For questions arising during use of the facility, call the Rental Manager who opened the Community Center for you. The phone number is beside the front door.

Reservations and Hours of Rental:

- We will “pencil in” your desired date when you first contact us. Your reservation is confirmed when we have received the completed application along with the rental fee and deposit. For last minute reservations, call Facility Coordinator to make arrangements for payment.
- Be sure to include time in the hours you are reserving for setting up, decorating, taking decorations down, putting away tables and chairs, and cleaning all areas you used.
- All functions must end no later than 9:30 p.m. Outside lights must be off after 10:00 p.m.

Please Take Good Care of the Community Center:

- Please do not drag furniture across the floor. Do not put dance wax on the floor.
- Materials may be attached to the walls, doors and windows **only** with removable mounting strips.
- Use of candles is limited to enclosed candles, except as approved on a case-by-case basis.
- Dogs, cats, and other animals are not allowed in the building, except certified assistance animals.
- The piano must not be moved. Nothing other than music may be placed on the piano. Children may play the piano only with direct adult supervision.
- Please do not adjust the thermostat. If temperature requires adjustment, call the Rental Manager.
- Please don't flush anything foreign down the toilets. Observe the signs in the restrooms to that effect.

Rules Dictated by Outside Authorities:

- Occupancy limit for the Community Center is 186. Renter is responsible for adhering to that limit.
- Per Washington State Fire Code, candles may not be located in areas where occupants stand, or in an aisle or exit (with the exception of candles used in religious ceremonies).
- Smoking is not permitted inside the Community Center or within 25 feet of any entrance. A smoking area is assigned 25 feet to the east of the main entrance, where a sand ashtray is provided and must be used.

Help Keep Everyone Happy:

- Adult supervision is required at all times for children under 18 years of age.
- Excessive noise or extreme amplified instruments are not allowed.
- Renter is responsible for keeping out individuals not connected with the event.
- Please observe all parking signs designating space for Fire Department use only. The Fire Department doors and the roadway at the east end of the building must NOT be blocked or partially blocked at any time.

Clean Up After Your Event:

- Have plans in place for cleaning up afterward. The building **MUST** be left in the condition in which it was found. A checklist is provided for renters to follow in cleaning the building. Cleaning must be completed within the time covered by the rental.
- Tables and chairs are to be neatly stacked in the storage closets after use. Please do not drag the furniture.
- The appropriate floor cleaning product will be provided by HPCC for damp-mopping the floors.
- All garbage must be collected from inside and outside the building and removed from the premises.
- No supplies or equipment belonging to private individuals or groups may be stored in the Community Center without prior approval from the Rental Manager or Facility Coordinator.

High Prairie Community Center – Rental Application

Contact the Facility Coordinator to schedule your event – (907) 612-0523 -or- n2fishtoo@gmail.com

(please print legibly)

Name of Org./Party: Contact person: Address:	Today's Date: <u>Type of rental:</u> <input type="checkbox"/> Standard, up to 4 hours <input type="checkbox"/> Standard, 4 – 8 hours <input type="checkbox"/> Standard, over 8 hours <input type="checkbox"/> Use of Full Kitchen
Phone: _____ Cell: _____ E-mail: _____	<input type="checkbox"/> Business Meeting <input type="checkbox"/> Donation-Based Activity <input type="checkbox"/> Commissary Kitchen <input type="checkbox"/> Exempt from Rental Fees
Desired Date of Event: Title of Event/Meeting: Description of Activity:	<u>Kitchen Use:</u> <input type="checkbox"/> None <input type="checkbox"/> Catered <input type="checkbox"/> Basic <input type="checkbox"/> Commissary Kitchen <input type="checkbox"/> Extensive
Duration of Event (including set-up and clean-up time): From _____ am/pm to _____ am/pm Total Hours _____ Will this be a regularly repeated event? <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	Using the Piano? <input type="checkbox"/> Y <input type="checkbox"/> N Other Music? What kind:
Estimated attendance: Adults _____ Youth _____ Estimated parking needed:	Audio/visual equipment? <input type="checkbox"/> Y <input type="checkbox"/> N Write below what equipment you need:

I certify that I am the authorized representative of the above organization/group and that all of the information I have supplied above is true. I have read and agree to be bound by the regulations, policies and fee schedules described in the accompanying High Prairie Community Center Rental Information document. I agree to ensure supervision of all activity on the premises and to comply with and enforce the Facility Use Policies during the time allocated for our group. I agree that after our event we will return the Community Center (main hall, hallway, bathrooms and kitchen) and the surrounding grounds to clean condition.

HOLD HARMLESS AGREEMENT: On behalf of the group I represent, I agree to hold the High Prairie Community Center, the High Prairie Community Council, its agents, employees and officials, while acting within the scope of their duties, harmless from all causes of actions, demands, and claims, including the cost of their defense, arising in favor of the activity participant or third parties on account of personal injuries, death or damage to property arising out of activities at the premises and in any way connected with the activities of the activity participant in the above event except for those acts or commissions which are the sole negligence of the High Prairie Community Center, the High Prairie Community Council, its agents, employees and officials.

☐ **CHECKING THIS BOX** indicates that you have read, understand and agree to the Rental Policies and Procedures and Facility Use Policies of the High Prairie Community Center.

 Name & Title (if any) – Please Print Signature Date

 HPCC Representative Signature Date

Total Rental Fees	\$ _____	Rental Fees and Deposits must be submitted with application. Make checks payable to "High Prairie Community Council."
Total Deposits	\$ _____	
Balance Due	\$ _____	

CLEAN-UP CHECKLIST

On the day of the event, a Rental Manager will meet you to open the Community Center, do a pre-event walk-through, give any last minute instructions and answer questions.

The Center will be clean and presentable when you arrive. You will be responsible for returning it to the same condition after your event. The Center must be cleaned and vacated by the designated time on your rental application. The Rental Manager will return after the event to inspect the inside and outside of the premises. The checklist below is provided to assist you in cleaning:

ALL AREAS

- ☐ Remove all equipment and supplies not belonging to the Community Center.
- ☐ Pick up any trash (including cigarette butts or other litter outside) and place in trash receptacles.
- ☐ Empty bags from trash receptacles and take the bagged trash away with you.
- ☐ Sweep and mop floors with provided floor cleaning product and remove any marks.
- ☐ Return all equipment and cleaning supplies to Rental Manager or specified location.

MAIN ROOM, HALLWAY & ENTRYWAY

- ☐ Wipe off tables, chairs, and counters.
- ☐ Stack chairs and tables neatly in proper storage areas. Please do not drag furniture.

RESTROOMS

- ☐ Clean sinks and mirrors, and wipe off counters.
- ☐ Clean toilets.
- ☐ Notify Rental Manager if any restocking of restroom supplies is needed.

KITCHEN

- ☐ Complete items from "All Areas" checklist above.
- ☐ Turn off all equipment.
- ☐ Clean and store kitchen equipment and supplies belonging to the Center.
- ☐ Remove all food from all appliances. Prior approval required to leave food in freezer or refrigerator.
- ☐ Clean all equipment – including refrigerator, freezer, and stove.
- ☐ Wipe down all surfaces with disinfectant spray and clean towel.
- ☐ Check dishwasher for loose utensils. Clean remaining food from bottom of machine.
- ☐ Clean sides and bottoms of sinks. Remove materials from strainer baskets.

CLOSING THE BUILDING

- ☐ Make sure all windows and doors are securely closed and locked.
- ☐ Turn off all inside and outside lights, including lights in both restrooms.