

**APPLICATION AND RENTAL AGREEMENT FOR USE OF LAKE**  
**CAVANAUGH COMMUNITY CENTER**  
**35022 South Shore Drive, Mount Vernon, WA 98274**

**User Information:** Name: \_\_\_\_\_

Address (lake): \_\_\_\_\_

Address (other): \_\_\_\_\_

Telephone: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Alternate Contact Name and Telephone: \_\_\_\_\_

**Event Information** Description of Event: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Start time of Set Up (6 am or later): \_\_\_\_\_ End Time of Clean Up: \_\_\_\_\_ (midnight or earlier)

(Note: please pick starting and ending times to allow adequate time to set up for the event and to clean up afterwards. Any requested additional start up or clean up time beyond one day will depend on availability, must be agreed in advance in writing, and there may be an additional charge.)

Number of Participants: Adults: \_\_\_\_\_ Minors: \_\_\_\_\_

Do you plan on serving alcoholic beverages? \_\_\_\_\_. Describe type and quantity: \_\_\_\_\_  
\_\_\_\_\_. You must read and sign the service of alcohol rider attached on page 5 and must provide proof of obtaining the permit.

**Rental Fees:** Check items that apply:

\_\_\_ Full Day: \$500 for members in good standing with 3 years paid dues; plus \$500 damage deposit

\_\_\_ Half Day (Under 4 hours inclusive of set up and clean up): \$300 for members in good standing with 3 years paid dues; plus \$300 damage deposit if alcoholic beverages are being served.

\_\_\_ Ongoing Event Open to all LCIA Members: Non-member attendees must be a guest of a member, except for fund-raising events. Sponsors should make a reasonable effort to ask any non-member attendee to join the LCIA, including giving each a member application. LCIA event sponsors for events open to all members should complete this form, but need not sign the Rental Agreement or Alcohol Rider unless alcohol is being served.

**Please make checks payable to Lake Cavanaugh Improvement Association.**

This page is the application page. The attached rental agreement must be signed to complete the rental arrangement.

**RENTAL AGREEMENT FOR PRIVATE EVENTS  
(SPONSORS OF LCIA EVENTS OPEN TO ALL MEMBERS NEED NOT SIGN)**

1. The undersigned are the applicants for the use of the Lake Cavanaugh Community Center (the "Center") and agree to be the responsible parties in connection with the rental.
2. By initialing in the space below, I acknowledge that I have received and reviewed the attached Rules of Use, Closing Checklist, and Alcohol Policy.
3. I agree to abide by the Rules of Use, Closing Checklist, and Alcohol Policy. I understand that this rental agreement will not be in effect until it is signed by me and a representative of the Center. I agree that if I fail to follow the Rules of Use, Closing Checklist, or Alcohol Policy, or if the Center suffers damage during the event or as a result of the event, I might forfeit some or all the damage deposit. I agree that whatever portion of the damage deposit is not applied as a result of damage will be returned to me within fourteen (14) days following the event.
4. I understand that if the rental results in or relates to damage or liability, that I am responsible for such damage or liability. If the amount claimed is beyond the amount of the deposit, the amount of the deposit does not limit my liability.
5. I agree to schedule a pre-rental visit, at a time mutually convenient for me and a representative of the Center, to review procedures for use of the Center, including items such as Center systems and equipment, security, and the Rules of Use.
6. I recognize that certain areas of the Center will not be available for use during the rental, as specified in the Rules of Use.
7. I and my designated representative, if I wish to have one, will be present at all times during use of the Center. If there is a designated representative: I will provide my designated representative with a copy of this Agreement. **My designated representative is** \_\_\_\_\_  
\_\_\_\_\_ **Phone** \_\_\_\_\_ **Email** \_\_\_\_\_ **[leave blank if not applicable].**
8. I understand that this rental is at my risk. I agree to indemnify and hold harmless the Lake Cavanaugh Improvement Association, its officers, directors, volunteers, agents, and members from and against all loss, liability, claims, cost or damages that may occur or be claimed with respect to the Center or the LCIA arising from or relating to my rental of the Center, including the acts of my guests or visitors during the time I rent the Center.
9. The application, this rental agreement, the Alcohol Service Rider (if applicable), Rules of Use, and Closing Checklist are the entire agreement between me and the Lake Cavanaugh Improvement Association. Any changes to this agreement must be in writing and signed by both parties.

Your Emergency Contacts are: Priscilla McElhose (360)422-5606, Larita Humble (206)794-7141, Brent Humble (360)422-7604, Christine Nielsen (360)420-7140, Mick Steinman (206)949-7837, Nancy Bailey (360)422-5423, and Matt Douglas (206)406-1697.

**Signatures:**

First Renter: x \_\_\_\_\_ Second Renter (if any) x \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## RULES OF USE

These rules govern the use of the Lake Cavanaugh Community Center pursuant to rental agreements.

1. Renters must maintain control over guests at all times and inform guests of these rules as appropriate.
2. Certain areas of the center may be off limits and will be secured during the rental period, such as the upstairs office. Renter will have access room to the storage room for tables, chairs, and cleaning supplies.
3. Decorations may only be attached to designated and agreed areas, such as the picture rail. No nails, staples, screws, pins, tape or adhesives of any kind may be put into walls, ceilings or floors.
4. Setup and cleanup of the Center should be accomplished on the same day as the rental, unless arrangements are made in advance. Renters will be charged \$50 per hour up to the amount of the deposit for failure to clean up the Center by the agreed upon deadline, which may be taken from the deposit. This charge is in addition to other amounts that might be charged for failure to comply with the rental agreement.
5. Renter must provide a representative of the Center with a description of amplified music to be used during the event, including the anticipated electrical needs.
6. The Center is a non-smoking facility. All smoking should be done outside on the Center grounds, and smokers must dispose of cigarette butts properly.
7. No overnight camping without prior approval.

**CLOSING CHECKLIST**

**MAIN AREA:**      Sweeping \_\_\_\_\_  
                         Mopping \_\_\_\_\_  
                         Garbage properly disposed of: \_\_\_\_\_  
                         New liners put in baskets: \_\_\_\_\_

**RESTROOM**

Counters, toilets, floors cleaned: \_\_\_\_\_

**KITCHEN**

Counters cleared: \_\_\_\_\_      Counters cleaned: \_\_\_\_\_

Dishes, glassware, utensils cleaned \_\_\_\_\_;      Then put away: \_\_\_\_\_

Floor mopped: \_\_\_\_\_

Refrigerator cleared, and cleaned if necessary: \_\_\_\_\_

**EQUIPMENT**

Tables cleaned and put away: \_\_\_\_\_

Chairs put away (clean if necessary): \_\_\_\_\_

All appliances, lights, etc. turned off: \_\_\_\_\_

Windows closed and locked: \_\_\_\_\_

Doors locked: \_\_\_\_\_

Keys returned to Center representative: \_\_\_\_\_

If you do not return the keys in person, please also make a courtesy call to the Center representative when you are leaving to let that person know that you have left.

Note: Failure to follow these closing procedures could result in forfeiture of some or all the deposit, in addition to payment of any damages or liabilities caused.

**RIDER CONCERNING SERVICE OF ALCOHOL**  
(including beer, wine, liquor, and other forms of alcohol)

(a) BY LAW, NO ONE UNDER 21 MAY CONSUME OR TASTE ALCOHOLIC BEVERAGES. Renter agrees and warrants that there shall be NO CONSUMPTION OF ALCOHOL BY PERSONS UNDER AGE 21. Further, Renter shall monitor any service of alcohol and acknowledges that Renter is solely liable for the consumption of any alcohol, and that such liability shall extend to any aspect or result of the consumption of alcohol.

(b) Renter shall be responsible for obtaining permits from all appropriate governmental authorities that are legally required to allow Renter to serve alcohol at the Center. Renter understands that it must obtain a banquet permit from the state or contract liquor store at least two weeks before the scheduled event. If Renter does not obtain all applicable permits, Renter will not be able to serve alcohol.

(c) A designated representative of the Lake Cavanaugh Improvement Association may ask guests for identification to verify age. The Center reserves the right to ask the entire party to leave without refund of rental fee if (1) a minor is consuming alcohol; (2) an adult is providing alcohol to a minor; or (3) a guest or guests appears intoxicated and refuses to leave the Premises.

(d) Only caterers and persons holding the appropriate liquor licenses and permits will be authorized to dispense alcohol, and only from the bar area.

(e) If alcohol is served, security may be required for the duration of the event. All alcohol must be consumed inside the Center and not outside on Center grounds, unless the LCIA gives written permission after the renter provides proof of necessary permits and insurance.

(f) Renter shall indemnify and hold harmless Lake Cavanaugh Improvement Association, its officers, directors, volunteers, agents and members from and against all loss, liability, claims, cost or damages that may occur or be claimed with respect to the Center or LCIA, including without limitation damage to the Center or its contents, arising out of or related to Renter's service of alcohol at the Center.

(h) Renter agrees to furnish the Center with proof of insurance in connection with the service of alcohol and shall designate the Lake Cavanaugh Improvement Association as an additional insured on such policy.

The bartender(s) designated for service of alcohol are the following:

\_\_\_\_\_  
(please print)  
Signatures:

First Renter: \_\_\_\_\_ Second Renter (if any) \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_