

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

Primary 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 (after 6 am): _____ End of Clean Up: _____ (midnight or earlier). Any additional start up or clean up time will depend on availability, must be agreed in advance in writing, and there will 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 payable to Lake Cavanaugh Improvement Association: Check item that applies:

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

___ Half Day (Under 5 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. Except for Fund-raising events, sponsors should make a reasonable effort to collect donations of at least \$1 per attendee per 2-hour event, and to ask any non-member attendee to join the LCIA. (Member applications can be found at the LCCC.)

___ LCIA Board and Committee Meetings: Complete this Application for meetings of 10 people or less for less than 3 hours, but the Rental Agreement or Alcohol Rider need not be signed unless alcohol is being served.

This page is the application page. The attached rental agreement documents, including this application, Alcohol Service Rider (if applicable), Rules of Use and Coronavirus Requirements, and Closing Checklist must be signed to complete the rental arrangement.

Refunds: All amounts are paid in advance with this agreement. Upon written notice of cancellation: the damage deposit is refundable; but the rental fee is only refundable: upon 12 months notice-100% refundable; six months notice-50% refundable; otherwise not refundable.

RENTAL AGREEMENT FOR LCCC EVENTS

1. The undersigned are the applicants for the use of the Lake Cavanaugh Community Center (the "Center" or LCCC) 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. The amount of the deposit does not limit my liability.
5. If not done in the past 12 months, 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. The two renters whose information is below will sign and will be present at all times during use of the Center.
8. I understand that this rental is at my risk. I agree to indemnify and hold harmless the Lake Cavanaugh Improvement Association (LCIA), 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.

Signatures (2 signatures required for all Events):

Renter 1:x _____ Renter 2x _____

Printed Name: _____ Printed Name: _____

Phone: _____ Email: _____ Phone: _____ Email: _____

Date: _____ Date: _____

RULES OF USE AND CORONAVIRUS REQUIREMENTS

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

1. Renters must maintain control over guests and must inform guests of these rules.
2. Renters are solely responsible for compliance with all laws and for the health and safety of all guests. Neither the LCIA, nor any of its officers, agents, committee members or volunteers will attend or police guests. **Renters must comply with all current federal, state, county and other laws and guides relating to stopping the spread of coronavirus, and other health and safety laws and guides. During years 2020 and 2021, renters must provide the LCIA in advance with a written plan for compliance with such laws and guides in the following space:**

Distancing and Limiting Guests: _____

Disinfection and Hygiene: _____

Other (masks, limits on vulnerable attendees, screening or testing of attendees, etc.): _____

NO FOOD OR DRINK SERVICE OR SHARING IS PERMITTED UNLESS A SEPARATE FOOD SERVICE VENDOR PROVIDES THE LCIA IN ADVANCE WITH A WRITTEN DETAILED STATEMENT OF COMPLIANCE WITH ALL APPLICABLE LAWS AND REGULATIONS. NAME AND CONTACT INFORMATION OF ANY FOOD OR DRINK VENDOR OR CATERER:

3. 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 to the storage room for tables, chairs, and cleaning supplies.
4. Decorations may only be attached to designated and agreed areas, such as a picture rail. No nails, staples, screws, pins, tape or adhesives of any kind may be put into walls, ceilings or floors.
5. 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.
6. 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.
7. 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.
8. 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.

Complete sanitizing is required of all surfaces that may have been touched using disinfectant in accordance with all laws and guidelines relating to coronavirus and other health regulations.

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: _____