

## **RESERVATION & PAYMENT POLICY**

Community Events & Recreation will take reservations on a first come, first served basis. Reservations may be made up to 1 (one) year in advance assuming that the following requirements are met:

### **ADVANCE RESERVATIONS**

- Completed applications and a deposit of no less than 50% of the rental fee must be received in our office after January 1<sup>st</sup> and no later than January 15<sup>th</sup> of the year of the event.

- The balance of the rental fee is due in our office no later than 3 days prior to the event taking place.

- Events cancelled with less than 30 days notice and events cancelled without notice shall forfeit their deposit and/or rental fee

### **STANDARD RESERVATIONS**

- At the time of reservation our office must have a completed application and deposit of at least 50% on file.

- Rental fees must be paid in full at least 3 days prior to the event taking place

### **CANCELLATION OF EVENTS**

We reserve the right to cancel events at any time should the renter fail to meet use requirements outlined in this guide.

## **GENERAL RULES FOR USE**

1. All persons or groups using all or a portion of any facility operated by Skamania County Community Events & Recreation must have an approved "Use Permit".
2. "Use Permit" applications must be completed in accordance with the Payment & Reservation Policy set forth herein. Certain types of events or gatherings may require Directors approval. Promoters of these types of events should allow extra planning and approval times.
3. Refunds for "Use Permit" fees paid in advance of the event shall be issued using the guidelines set forth in the Reservation and Payment Policy.
4. All facilities must be restored to the condition in which they were found after the completion of the event or use. People who bring livestock, horses or dogs shall clean up and dispose of the waste after their event by removing it from the grounds.
5. Users shall hold harmless Skamania County, it's elected and appointed officials, employees, volunteers and agents from any and all claims for damages and loss of property that may result from any act or omission on the part of the "Use Permittee" while on county property

## **FACILITIES USE GUIDE**

### **ROCK CREEK CENTER**

### **UNDERWOOD COMMUNITY CENTER**

### **STEVENSON GRANGE**

It is the policy of the Skamania County Board of Commissioners to grant the use of Skamania County facilities listed above to community groups, individuals, and organizations within the framework of policies and regulations set forth herein. This guide outlines regulations for use approved by the Board of County Commissioners and adopted at a public hearing held at the Skamania County Courthouse. All facilities are under the operational control of Skamania County Community Events & Recreation and their assignees. Requests for use other than as outlined herein must be presented to the Board of County Commissioners for their consideration and approval prior to use.

**Skamania County  
Community Events  
&**

**Recreation  
PO BOX 790**

**710 SW Rock Creek Drive  
Stevenson, WA 98648  
509-427-3980**

**FACILITY RENTERS  
LIABILITY INSURANCE  
REQUIRMENTS**

All private party facility users are required to provide proof of liability insurance for the minimum amounts set forth below when expecting 125 persons at the event, AND for a specified list of other activities included in the Special Events Liability Policies & Procedures.

**\$250,000 Each Occurrence**

**\$1 Million General Aggregate**

Facility renters that will be serving, permitting, distributing or allowing alcohol consumption in any quantity shall be required to provide general liability insurance as described above and liquor liability at a minimum of \$1 million per occurrence. Each renter shall supply to the county, at least 10 days prior to the event a certificate of insurance issued by a company licensed to sell insurance in the state of Washington that meets the minimum requirements and names **“SKAMANIA COUNTY, IT’S ELECTED AND APPOINTED OFFICIALS, EMPLOYEES, VOLUNTEERS AND AGENTS AS ADDITIONAL INSURED.”**

The county shall have the sole authority to determine if insurance submitted by the applicant provides adequate coverage for the event. Applicant must provide at least 10 (ten) days written notice of policy cancellation. Failure to provide these items may result in cancellation of the event or require the renter to purchase insurance.

**← RENTAL FEES INSIDE**

**SECURITY PROVISIONS**

For the following events, approved security personnel are required during the hours of the event. Security personnel must be approved by the Skamania County Sheriff and shall include only sworn Washington peace officers or Washington licensed private security guards. One (1) security person is required for the first 100 persons in attendance plus one (1) additional security person for each additional 1 to 100 persons in attendance. All costs of security shall be born by renter.

**EVENTS REQUIRING SECURITY**

- Weddings, quinceneras and other social gatherings where food and beverage is served and which last beyond 8pm **OR** where alcohol is served regardless of the time of day

- Other events which are determined to warrant security

Security personnel will be required to monitor use and attendance. In the event that the renter underestimates or misrepresents the permitted use the county has the following non-exclusive options:

- Cancel the event in progress
- Demand additional payment per the rental schedule, plus 50% penalty and/or collect for damages
- Bar renter from any future use of Skamania County facilities.

**INSURANCE IS REQUIRED FOR  
EVENTS WHICH REQUIRE  
SECURITY**

**SECURITY DEPOSITS  
&  
CLEAN UP INSPECTION**

\$250.00 – For events that have alcohol or other specified events \*

\$100.00 – For events without alcohol

\* Other specified events include: weddings, quinceneras, and other social gathering where food or beverages is served and last beyond 8pm.

Following the rental, an inspection shall take place that verifies the satisfactory completion of cleaning tasks identified on the checklist. The security deposit or a portion thereof may be retained if the inspection indicates insufficient cleaning, damage to property, facility or equipment. If damage of cleanup exceeds the amount of the security deposit, the county will bill the renter for any excess expenses. The security deposit may also be retained for any other payment owed and uncollected.

In addition, facility users who hold an event that ends after 5pm on a Friday, on a weekend or on a county recognized holiday will have a fee of not less than \$50.00 retained from their security deposit if their event precedes another users. Known users with an established record of successful cleanup may apply for a waiver of the clean up inspection fee by addressing the Director of Facilities & Recreation in writing no less than 30 days prior to their event taking place.

**RENTAL FEES INSIDE →**

**CLASSIFICATIONS FOR  
PURPOSE OF DETERMING  
USE FEES**

**Classification I**

Non-county Local Government Agencies, 50-year Anniversaries, 80 years and older Birthday Parties, and Memorial Services

**Classification II**

Resident and Community Organizations

**Classification III**

Non-Residents and out of County community organizations

**Classification IV**

Commercial use, business or individuals who are using facility for a commercial, for-profit purpose regardless of residential status

Priority within each classification will be made on the type of activity and the following criteria:

1. Care of Facilities (Past History)
2. Proper Supervision and Security
3. Payments of fees/paperwork completion
4. Residential Status

**Any local non-profit organizations using Rock Creek Center, Underwood Community Center, or the Stevenson Grange on a routine basis within a 12-month period may require a special action or special lease agreement.**

**FEES FOR USE  
UNDERWOOD  
COMMUNITY CENTER**

Fees for use of the Underwood Community Center are based on attendance as well as classification. Commercial events are charged as a Class IV (2x the Class III rate.) If you are unsure of the fee for your use, please contact the Community Events & Recreation office.

AREA OF USE	# OF PEOPLE	CLASS II	CLASS III
Gym	Up to 50	\$10	\$25
Kitchen & Meeting Room	Up to 50	\$15	\$35
Outdoor Pavilion	Up to 50	\$10	\$25
All of Facility	Up to 50	\$25	\$60
All of Facility	51-100	\$100	\$150
All of Facility	101-150	\$150	\$225
All of Facility	151 +	\$200	\$300
Camping In Conjunction w/Events	Per Night/ Per RV	\$9	\$15

**FEES FOR USE  
STEVENSON  
GRANGE**

Fees for use of the Stevenson Grange are based on attendance as well as classification. Commercial events are charged as a Class IV (2x the Class III rate.) If you are unsure of the fee for your use, please contact the Community Events & Recreation office.

AREA OF USE	# OF PEOPLE	CLASS I	CLASS II	CLASS III
Kitchen & Mtg. Room	Up to 50	\$10	\$25	\$55
Hall	Up to 50	\$10	\$30	\$55
All of Facility	51-100	\$10	\$85	\$180
All of Facility	100-200	\$10	\$125	\$255

Use of the Stevenson Grange is limited due to its high use for Community Events & Recreation programming, including educational and recreational classes. Most available times fall during the following months and times: June – July, weekends throughout the year and some weekday evenings.

The Stevenson Grange is best suited for events that require a large open space. This facility is not stocked with a large number of chairs or tables because it is most commonly used for recreational programming such as dance, Tae Kwan Do or Turbo Kick.

**TYPES OF EVENTS  
&  
ADDITIONAL SERVICES**

**Rental Periods and Fees**

Facility Fees: All fees are for a 5-hour block of time. Any rental extending over 5 hours shall pay twice the amount of the 5-hour rental fee.

**Business Events/Public Meetings  
(Non – Commercial)**

Business events and public meetings include trainings, seminars, non – county agency events, etc. These events are rented based on attendance as well as classification. Applies to Rock Creek Center only.

**Social Gatherings**

Social gatherings include weddings or receptions, quinceneras, family reunions, and receptions that occur after memorial services, etc. Applies to Rock Creek Center only.

**Additional Equipment/Service Fees**

Sound equipment, food preparation and service equipment is available for use at an additional fee. Applies to Rock Creek Center only.

**Event Set Up/Tear Down**

Business/Public Meeting users who wish to have our staff set up and tear down the facility may request this service through the office. Additional fees apply.

**FEES FOR USE  
ROCK CREEK  
RECREATION CENTER**

Some fees for use of the Rock Creek Recreation Center are based on attendance as well as classification. Commercial events are charged as a Class IV (2x the Class III rate.) If you are unsure of the fee for your use, please contact the Community Events & Recreation office.

**Business Events/Public Meetings**

UP TO 50 PEOPLE AREA OF USE	CLASS I	CLASS II	CLASS III
Auditorium	\$10	\$35	\$70
Auditorium & Lounge	\$20	\$50	\$100
Auditorium, Kitchen & Lounge	\$20	\$65	\$130
All of Facility	\$30	\$75	\$150
50 + PEOPLE AREA OF USE	CLASS I	CLASS II	CLASS III
Auditorium & Lounge	\$30	\$60	\$120
All of Facility	\$30	\$75	\$150

**FEES FOR USE  
ROCK CREEK  
RECREATION CENTER**

Some fees for use of the Rock Creek Recreation Center are based on attendance as well as classification. Commercial events are charged as a Class IV (2x the Class III rate.) If you are unsure of the fee for your use, please contact the Community Events & Recreation office.

**Social Gatherings**

AREA OF USE	CLASS I	CLASS II	CLASS III
Auditorium & Lounge	\$20	\$50	\$100
Auditorium, Kitchen & Lounge	\$20	\$65	\$130
All of Facility	\$30	\$75	\$150

EQUIPMENT	CLASS I	CLASS II	CLASS III
House Sound System	\$10	\$10	\$20
Portable Sound System	\$20	\$20	\$30
Projector Screen	\$20	\$20	\$30
Television/VCR	\$10	\$10	\$20