

Skamania County Facilities and Recreation takes reservations on a first come, first served basis. Reservations may be made up to one year in advance.

ADVANCE RESERVATIONS

Completed applications and a deposit of no less than 50% of the rental fee must be received in our office after January 1st and before January 15th of the year of the event

The balance of the rental fee is due no later than 30 days prior to the event.

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

STANDARD RESERVATIONS

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

The balance of the rental fee is due no later than 10 days prior to the event.

Skamania County reserves the right to cancel any event in progress should the renter fail to meet use requirements.

Reservation and Payment Policy

CLASSIFICATION I

Non-county local government agencies
50th Anniversaries
80th and older birthday parties
Memorial Services

CLASSIFICATION II

Skamania County residents
Community organizations

CLASSIFICATION III

Non-residents
Out-of-county community organizations

CLASSIFICATION IV

Commercial use, regardless of residential
status

Classifications for Determining Use Fees

FOR EVENTS WITHOUT ALCOHOL

\$100

FOR EVENTS WHERE ALCOHOL IS SERVED

OR

**WEDDINGS, QUINCENERAS AND OTHER SOCIAL
GATHERINGS WHERE FOOD OR BEVERAGES ARE
SERVED AND LAST PAST 8 P.M.**

\$250

Following the rental, an inspection will take place that verifies the satisfactory completion of cleaning tasks identified on a checklist.

The security deposit or a portion thereof may be retained if the inspection indicates insufficient cleaning or damage to property, the facility or equipment.



Security Deposits

**ALL RENTERS MUST SHOW PROOF OF LIABILITY INSURANCE
(WITH ADDITIONAL INSURED LANGUAGE) IN THE FOLLOWING INSTANCES:**

WHEN 125+ PERSONS WILL BE ATTENDING

WHEN IT IS A COMMERCIAL EVENT (FOR PROFIT)

WHEN ALCOHOL IS BEING SERVED/PERMITTED

AND IN OTHER CASES AS DETERMINED BY THE DIRECTOR

Minimum coverage amounts

\$250,000 each occurrence
\$1 Million General Aggregate

Additional Insured Language

All policies must name "Skamania County, its elected and appointed officials, employees, volunteers and agents" as additional insured.

Liability Insurance

APPROVED SECURITY PERSONNEL ARE REQUIRED FOR THE FOLLOWING EVENTS:

- **Weddings, Quinceneras, Receptions** and other social gatherings where food and beverage are served, and which last beyond 8 p.m.
- Events where alcohol is served, regardless of the time of day
- Other events which are determined to warrant security, at the discretion of the Director

One security person is required for the first 100 persons in attendance, plus one additional security person for every additional 1 to 100 persons in attendance

* Commercial Events: Security is at the option of the Event Promoter unless otherwise required by the Director due to the nature of the event of anticipated event attendance.



Security Provisions

- Renters shall inspect the facility before use, and inspect, clean-up and secure facility after rental . Renter further understands that their Security Deposit may be forfeited in whole or part and that they may further be charged for any excess costs incurred as a result of failure to clean-up and secure facility after use.
- If keys are needed, renter will pick them up at the Facilities & Recreation office before 4:30pm on the working day preceeding use and deposit them in the key drop box at the facility of use.
- Renter will provide supervision, crowd control and adherence to County policies on smoking, food and beverage consumption.
- Renter will prevent smoking in or within 50 feet of building. No open flames will be allowed inside or adjacent to facility.
- Alcoholic beverages, in any quantity, shall not be allowed under any circumstances without written permission and appropriate licenses and certificates as well as security, insurance and other provisions established by the Director of Facilities & Recreation or the Board of County Commissioners.
- Renter agrees to the terms and conditions of the Skamania County Facilities & Recreation Reservation & Payment Policy, and understands that any agreements made to alter such policy or change payment requirements are at the discretion of the Director of Facilities & Recreation.
- Any disagreements or disputes related to this agreement must be directed to:
 - Skamania County Facilities & Recreation / PO BOX 790 / Stevenson, WA 98648

General Rules for Facility Use

For private, non-commercial reservations,

Contact

Meredith Curtis

Administrative Assistant

Skamania County Facilities and Recreation

(509) 427-3980

curtis@co.skamania.wa.us

For Commercial Reservations

Contact

Ann Lueders

Office Manager

Skamania County Facilities and Recreation

(509) 427-3978

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For Reservations