

Longview Recreation

People, Parks, and Programs

Indoor Facility Rental



McClelland Center
951 Delaware Street

Woman's Club
835 21st Avenue



Longview Recreation

2920 Douglas Street

360-442-5400

www.mylongview.com/parks_rec

The rental of the McClelland Center and Woman's Club is intended to enhance and promote the social, recreational, and cultural environment of the community. It is the intent of the City of Longview to encourage and permit the use of these buildings to the public and activities within the established policies in this rental packet.

How To Rent a Facility

Determine which facility best suits your needs. Facility information can be viewed at www.mylongview.com/parks_rec or review the amenities page in this packet for facility details.

Complete an Indoor Facility Rental Application and pay the deposit to secure the facility and date. Once approved, pay the rental fees and fulfill all other requirements within 30 days prior of the rental date. You will receive a Facility Use Permit when all transactions are complete. A facility monitor will unlock the facility at the time/date requested on the application.

Considerations Before Renting

- Facility use agreements are legal contracts and may not be entered into by persons under 18 years old or under 21 years old if having events with alcohol.
- Groups must do their own set up and clean up and is to be included in your facility use time. Renter is responsible to monitor the facility during use and not leave it unattended or open at any time.
- Reservations for facilities may be made up to one year in advance.
- Translation services may be received at the Ethnic Support Council by calling 636-2791.
- Non-residents pay additional fee. Non-residents do not reside or own property within city limits of Longview.
- Insurance is required for events with alcohol or other qualifying activities or risks that are determined.
- Woman's Club rentals must end at 11:00 pm. McClelland Center rentals must end at 12:00 midnight.
- Renter (person signing the application) is liable for all damage to the facility and will be responsible for paying for damage.
- Food service is permitted for private events (catering, potluck and preparing of food on site is allowed)
- Food sales are not allowed without a County Health Department Food Service Permit.
- If alcohol or music is provided on premises, a city approved security officer may be required and paid for by the renter.
- The city is not responsible for storage, care, custody or control of equipment, materials or furnishings owned by the organization or person in city facilities.

Responsibilities During Rental

- Do not subcontract rental without prior Parks and Recreation approval.
- No open flame or fires permitted. Approval for candles may be granted with prior permission.
- No preparations shall be used on floors for dancing.
- No smoking inside city buildings. Must be 25 feet from entrances
- At 10:00 p.m. the parks are closed to building renters and everyone needs to remain in the building until the event is over.
- No food items or drinks allowed on carpeted areas.
- Motor vehicles are restricted to driveways and parking areas only. Do not drive vehicles on walkways, turf or entrance areas for loading and unloading.
- Rentals can be terminated any time if use is other than what was approved.
- No animals allowed in buildings except for dogs used for assistance.
- Structures must have prior approval before being set up. All structures must comply with fire code and community development codes.
- Report any safety concerns immediately to staff member on duty.
- All doorways must remain clear of tables, chairs or other objects due to fire regulations. A six foot unobstructed walkway must be left running the length of the facility from each emergency exit.
- Decorations are to be fire resistant and comply with fire codes. No decorations are to be attached or on light fixtures or structures, which hold lights. No nails, tacks or staples allowed to hang decorations. Tape is permitted. **There is no glitter allowed.**
- All State, County, and City policies, procedures, codes, rules & laws for facility and park use are to be followed and obeyed.
- Adequate adult supervision must be provided for youth and teens at city facilities. There is to be no unsupervised youth in hallways, restrooms or other areas in facility.

Rental Information

Payment & Fee Information

Cash, credit card, and checks (payable to City of Longview) are acceptable forms of payment

The fee charged to the renter is based on the following categories:

- **Nonprofit** – Those groups, organizations or agencies with a 501(c) (3) which sponsor activities for the good of the community, which do not generate a profit. Intended for organizations membership use. Excludes fundraising events & events open to the general public.
- **Private** – Weddings, birthdays, anniversaries, family, parties, gatherings and other use not open to the public.
- **Business** – Those groups, organizations, agencies and businesses that sponsor activities for the purpose of their business or commercial reasons. Sale of products or merchandise, and profit generating is prohibited.
- **Special or Community Event** – Activities, events, programs, ceremonies, meetings, services, or other gatherings that are open to the general public.

Note: *If a nonprofit fundraising event is held, a fee charged, or donation collected, the rental fee is based on the nonprofit fundraising rate.*

Rental Deposit Fee

- A clean up, damage/reservation deposit is required. If building is left clean, undamaged and renter does not exceed approved time or conduct activities which have not been approved, then the deposit is refunded. Refunds may take Approximately 30 days to process and will be sent by mail. If policies, responsibilities of renter are not followed the refund may not be returned.
- Cancellations at any time do not receive a refund.

Deposit Fees:

Building rental without alcohol - \$50.00

Building rental with alcohol - \$100.00

Community or Special Events – to be determined based on event.

Rental Payments

- **Cancellations within 30 days of the rental will not receive any refund.**
- Renters do not receive a refund for rental time not used or ending facility use early.

Rental Addresses:

McClelland Center, 951 Delaware Street
 Woman's Club, 835 21st Avenue

Rental Fees:

Rentals based on a hourly rate with two hour minimum

<u>Room</u>	<u>Nonprofit</u>	<u>Private</u>	<u>Business Use & Nonprofit Fundraising</u>
Large Room	\$26 hour	\$41 hour	\$52 hour
Meeting Room	\$10 hour	\$20 hour	\$30 hour
Entire Facility	\$32 hour	\$52 hour	\$77 hour

Day Rate: \$525 Entire Facility, (private use only)
 McClelland Center from 8am - 12 midnight, Woman's Club from 8am - 11pm.

Additional Non-Resident Fee – due at time of rental fee payment

Fee	Rental Cost
\$20	Up to \$150
\$45	\$151 to \$300
\$75	\$301 & over

These fees do not apply for special, community events or ongoing regular rentals. Additional fees and requirements govern these types of events. Please inquire at Recreation Office, 442-5400.

Facility Amenities & Capacity

Woman's Club Building

(No Air Conditioner)

Capacity

Large Room with stage (27x42) 1,134 Sq/ft.

- Dancing / Standing - 150 people with no chairs/tables
- Assembly / Theater Style - 100 people with chairs
- Banquet Style - 80 people with chair and table set up

Meeting Room (25x15) 375 Sq/ft.

- Workshop Style - 35 people with chairs and tables

Kitchen - Oven, 4 burner stove, refrigerator, microwave, three large sinks

Equipment

- Chairs - 80
- Tables - 12 eight-foot tables, 2 six foot tables
- Card Tables – 2 (square)
- Upright Piano
- Coffee Pot - thirty cup
- Projector Screen
- PA System (speaking only)

McClelland Center

(Air Conditioned)

Capacity

Large Room (60x60) 3,600 Sq/ft.

- Dancing / Standing - 375 people with no chairs/tables
- Assembly / Theater Style - 300 people with chairs
- Banquet Style - 225 people with chair and table set up

Meeting Room (32x20) 640 Sq/ft.

- Workshop Style 45 people with chair and table set up

Kitchen – sink, refrigerator, and microwave

Equipment

- Chairs - 200
- Tables - 30 eight-foot tables
- Projector Screen
- Card Tables - 2
- Risers - May be Arranged
- Baby Grand Piano
- Coffee Pot - one hundred cup
- PA System (speaking only)

Facility Cleaning Instructions

The following are requirements for rooms used during your rental and are to be completed before leaving the facility. Please wait for staff to check and lock the building before leaving. Failure to follow instructions may result in your deposit being withheld.

Large Room

- You are responsible for set up and take down of chairs and tables. Place chairs and tables in the storage area when finished.
- Wet mop spills on floors immediately (**Use Only Warm Water, Do Not Use Any Cleaner**) and dust broom floors. Clean dust brooms by shaking them outside and thoroughly wash out wet mops in the cleaning sink (table & chair storage area at McClelland, or large sink at Woman's Club).
- Do not drag tables or chairs across the floor.
- No tape, wax or dance preparations on the floor.
- **No glitter allowed in the buildings.**
- Empty all trash in the outside trash containers.
- Place all recyclables into outside recycle container.
- All chairs and tables are to be stacked no more than ten (10) high. Chairs and tables are to be wiped with a damp cloth if spilled on or dirty.
- Take down and remove all decorations.

Meeting Room

- Put away tables and chairs.
- Sweep/vacuum or mop floor if needed.
- Empty trash in outside trash container.

Kitchen / Kitchen Area

- Clean counters, sink and kitchen appliances after use.
- Clean coffee pot.
- Mop spills and sweep floor.
- Empty trash in outside trash container.

Restrooms

- Pick up trash from floor and counters.
- Make sure toilets are flushed.
- Empty trash in outside trash container
- Sweep floors

Entry Way / Parking Lot

- Pick up and dispose of trash, including cigarette butts in the entry way, exterior of building and parking lot area.

Rental Information

Rental Insurance

Washington Cities Insurance Authority
User/Rental Liability Insurance Program

Insurance Required For:

Building rentals with **alcohol**, events open to the public, and some events with amplified sound and or dancing. Other rentals as determined that insurance may be required.

Instructions for Insurance:

- Instructions for obtaining a quote and/or purchasing insurance are as follows:
 - Access the site at www.ebi-ins.com/tulip
 - User enters facility ID code.
 - McClelland Center: 0465-087
 - Woman's Club: 0465-088
- The user/renter answers questions about event. (date, attendance etc.) Be sure to check "no" for liquor liability
- Click on "Quick Quote" for the cost of the insurance after answering all questions.
- If you elect to purchase the insurance, fill in user and contact information.
- The transaction is completed with a credit card on-line. (Visa/Mastercard)
The credit card approval only takes a few minutes. Once approved, an insurance certificate will be emailed to the user/renter and to the City of Longview.

Insurance purchase must be completed no later than 30 days prior to your rental date.

Please call the Recreation Office at 442-5400
if you have questions or problems with the website.

Rental Information

Amplified Music/Sound Policy

No Amplified Music / Sound Conditions:

- During hours which the Parks and Recreation Department facilities are open to the general public.
- In building hallways, rest rooms, food service or dining areas, common work areas, lobbies, hearing or conference rooms, public assembly areas, classrooms, activity rooms and outside park areas at any time (except by special permit permission), when open to the public.
- In recreation facilities, parks or property which have been designated for such use.
- On public transportation under the authority of the department.

Amplification may be permitted under the following conditions:

- With departmental approval during the facility use permit procedure, which must be completed one month prior to rental date.
- During hours which the Parks and Recreation Department indoor facilities are open for rentals and not for general business or public use.
- During regular user and private rentals when no other group is using the facility.
- In approved buildings, amplification is only permitted in the main assembly rooms and not in the halls, lobbies, kitchen, rest rooms or any other rooms.
- Amplified music or sound only allowed until 10:00 p.m. in the Woman's Club Building and until 11:00 p.m. in the McClelland Center Building with an approved permit.
- May be permitted only in outdoor areas of park(s), which have been designated for such use. This is only during daylight hours during a facility rental.
- A Certificate of Insurance with an Additionally Insured Endorsement may be required.
- All State, County, and City policies, procedures, codes, rules & laws are followed and obeyed.
- Approved Security Officers may be required and will be paid for by the renter.

Rental Information

Alcohol Policy

(Beer, Wine, Champagne Only)

Alcohol not permitted:

- During hours which the Parks and Recreation Department facilities are open to the public.
- In hallways, rest rooms, food service areas, business work areas, lobbies, meeting or conference rooms, public assembly areas, classrooms, activity rooms and/or outdoor park areas at any time.
- In public schools, theaters, auditoriums, gyms and/or other buildings which are used by the department and open for general public use and is not permitted in public transportation under the authority of the department.
- At youth or teen events or activities.

Alcohol may be permitted under the following conditions:

- At McClelland Center and Woman's Club Buildings only, during approved rentals.
- Provide an acceptable Certificate of Insurance evidencing Commercial General Liability insurance with limits not less than \$1,000,000.00 (one million dollars) combined single limit per occurrence. The City of Longview shall be named as an additional insured, and an endorsement naming the City of Longview as additional insured shall be attached to the Certificate of Insurance. The City reserves the right to request a certified copy of the insurance policy.
- Restricted to host beverages only, with no sales allowed.
- With departmental approval during the permit procedure which must be completed one month in advance.
- During hours which the Parks and Recreation Department's indoor facilities are open for rentals and not for general business.
- With approval during regular use and private rentals in designated buildings when no other group is using the facility with an approved permit, in the main room and not in the halls, lobbies, kitchen, rest rooms or any other areas.
- Alcohol is not to be served or drunk after 10:00 p.m. in the Woman's Club Building or after 11:00 p.m. in the McClelland Art Center Building. Permit is for **beer, champagne, and wine only**. No hard liquor or mixed drinks are to be served or allowed in the facility.
- All State, County and City policies, procedures, codes, rules & laws are to be complied with.
- Approved Security Officers may be required and will be paid for by the renter.

NOTE: A State of Washington Alcohol Permit is required and may be obtained at the State Liquor Stores. The State Permit must be posted prior to bringing alcohol into the building.

Rental Information

As a reminder, your facility rental is not secured until your Indoor Facility Rental Application has been received, approved, and deposit has been paid for the date requested.

[Click Here For Rental Application and Alcohol Request Form](#)