



Get Connected With Woodinville

**Woodinville
Parks & Recreation
Carol Edwards Center**
17401 133 Avenue NE
Woodinville, WA. 98072
425-398-9327 x2300
Fax: 425-489-2758
lindap@ci.woodinville.wa.us

Date (s):	Time (s):	Type of organization:
What Woodinville neighborhood are you associated with?		
Age Range:	Estimated Attendance:	If youth group, # of chaperones
Organization:		
Address:		Contact:
Day Phone:	City:	Zip:
Evening:	Email:	
Non-Profit Status Identification Number (UBI):		
Is event open to the public?		

Neighborhood Groups

As a means to enhance its communication with City of Woodinville residents, the City Council approves the use of City Facilities in accordance with adopted City rental policies and laws pertaining to gifting of public funds, with the following guidelines.

Eligible Groups

- Must be a City of Woodinville based neighborhood group.
- Use Parks, Recreation & Open (PRO) Plan as reference for designated neighborhood areas.
- Examples: Block Watch neighborhoods, home owner associations, SNAP neighborhoods, neighborhood preservation groups.
- Neighborhood group leader(s) must be identified via written correspondence to the City's Parks & Recreation Facility Scheduler. Contact information (phone, email, mailing addresses) must be kept on file by the City. The identified leader(s) is the authorized person of the group to make the reservation.
- Formalized PTA groups associated with Wellington Elementary, Leota Junior High and Woodinville High schools (all located within city limits) may seek city-related topics to be presented to association members.
- Other non profit groups, for profit commercial groups, and individuals are not eligible.

Council Participation

- Upon reservation, City neighborhood groups will be advised that City Council members or City Senior Management will be in attendance at the beginning of the meeting.
- Senior City management may be requested to present a topic of interest.
- The City Council may not discuss quasi-judicial matters.
- If more than 3 Council members attend, the City will publish a notice of an "open meeting".

Requesting a Booking

- Reservations shall be made through recreation staff at the Carol Edwards Center.
- No bookings for weekends will be accepted due to high rental event use during this time.
- Limit 1 meeting per year, per group, 4 hour time limit
- Yearly signed facility rental form must be on file and signed by the group leader(s).

Facility Use Regulations and Rules

1. Woodinville Parks & Recreation will deny a request, cancel and/or revoke a permit to use the facility if it should conflict with a City program, if the facility becomes unavailable due to required maintenance of a facility, if the Applicant/User does not comply with the rules and regulations governing use of the facility, if damage has occurred during the rental time, if the Applicant/User is allowing occupancy to exceed capacity, or if the noise generated by the event should interfere with the concurrent use of adjacent facilities by others, or would violate other applicable noise regulations.
2. Facility use shall be limited to those uses and times specified on the approved application. Applicant/User agrees to be responsible for monitoring the conduct of their guests or invitees. All applicants shall be responsible for making sure the occupancy capacity of the facility being rented is not exceeded.
3. The applicant agrees to check in and check out with the staff in the Recreation Office.
4. The applicant agrees to begin the function at its scheduled time and to have the facility vacant and cleaned by the designated end time.
5. The applicant agrees to reimburse the City for any overtime wage payments, other expenses or damages incurred by the City because of the applicant's use of the facility or failure to comply with City regulations. In conjunction with the rental or use of any City facility, the City reserves the right to have representatives present, and to enforce any rules and regulations or other state or local rules. The applicant acknowledges that it will receive an invoice from the City for any costs, expenses, or damages that have not been reimbursed and that any unpaid invoices will be sent to a collection agency.
6. Cooking will not be allowed in any facility other than a designated (pre-approved) kitchen area. Food and drink is allowed in certain City facilities pursuant to City regulations.
7. Smoking is not permitted inside any of the City's facilities.
8. Alcohol may be served in certain facilities and must be pre-approved by the City. *A banquet permit may be required.*
9. The applicant is responsible for the conduct/behavior of the participants involved with the rental activity.
10. The use of candles or any other open flame is strictly prohibited. The use of rice, birdseed, confetti, dance wax and other similar materials is not permitted within any City facility. Decorations may be placed on walls pursuant to the following rules: decorations must be flame-retardant; decorations must be capable of being used or affixed in a manner that will not cause any damage to the facility; decorations must comply with the Uniform Fire Code and other applicable codes.
11. The applicant is responsible for removal of all decorations and any other items brought into the facility and clean up of the room at the end of use. Room clean up includes placing all trash in appropriate receptacles, wiping down tables, chairs and counters, and returning all items to their original location. Prior to leaving, the applicant will go through a room check with staff.
12. Other than assistance animals, no animals are allowed inside City rental facilities without the permission of the Facility Scheduler.
13. The following rules apply to any advertisements for events to be held in a City facility pursuant to this facility rental application: 1) no use shall be made of the City of Woodinville's logo; 2) all advertisements shall be consistent with the information provided in the application; 3) all advertisements shall be consistent with the rules and regulations governing use of the facility; 4) all advertisements shall contain the following statement in font no smaller than 10-point: "This event is not sponsored or endorsed by the City of Woodinville."

Ordinance No. 345: an ordinance of the City of Woodinville, Washington adopting a facilities code defining rules and regulations for municipal properties, amending Chapter 12.50 of the Woodinville Municipal Code, and establishing an effective date (9/13/2003).

Resolution 262: a resolution of the Council of the City of Woodinville, Washington amending Resolution 211, creating policies, procedures, and priorities for rental of City facilities.

Indemnification / Hold Harmless

The undersigned certifies that the information given in this application is accurate.

User has read all the facility regulations and agrees to abide by the facility use regulations.

User shall defend, indemnify and hold harmless the City of Woodinville, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Woodinville.

Applicant/User's Signature: _____

Date: _____