



POLICY FOR USE OF CITY OF MILL CREEK INDOOR FACILITIES

Subject USE OF CITY OF MILL CREEK INDOOR FACILITIES	Index: Communications & Marketing Number: 200-11
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Effective Date: February 3, 2023	Supersedes: CCP 07-002 MCMC 3.42.230.A.1	Staff Contact: Recreation Dept.		
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1.0 PURPOSE:

The City of Mill Creek has indoor facilities that are available for use by the public. This policy establishes consistent procedures for granting use of these rooms, prioritizing user groups, specifying deposit and fee schedules, and establishing administrative rules.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

3.0 REFERENCE:

- [MCMC 3.42](#): Fees and Other Assessments
- [MCMC 12.08](#): Special Event Permits

4. POLICY

- 4.1 The following procedures will be used by all City staff for scheduling, approving and facilitating use of the City of Mill Creek’s indoor facilities.
- 4.2 In order to prevent any appearance of violation of any state law regulating political campaigns, City facilities will not be available for use in connection with any particular campaign for office or regarding a particular side of a ballot measure. This restriction shall not apply to forums where representatives of each candidate or campaign are included.
- 4.3 Permission to use the facilities does not constitute an endorsement of a group’s philosophies, policies or beliefs.

5.0 DEFINITIONS:

- 5.1 **Applicant:** The individual or organization requesting use of a City facility. Applicants must be 21 years of age or older.

- 5.2 **City:** The City of Mill Creek, including any office, department, division, board, committee or other entity therein.
- 5.3 **City Manager:** The city's chief executive officer.
- 5.4 **Everett School District:** The public school district that provides educational services for Mill Creek residents.
- 5.5 **Priority Ranking:** The order by which users are granted room access, as identified in section 6.1.
- 5.6 **Recreation Office:** The City office that is responsible for receiving, approving and facilitating indoor facility use requests.
- 5.7 **Resident:** A person whose primary residence is within the City of Mill Creek boundaries.
- 5.8 **User:** The individual or organization that uses a City indoor facility.

6.0 PROCEDURES:

6.1 Users:

6.1.1 First Priority: City-sponsored or co-sponsored activities/and or meetings shall have priority of use for rooms at all times.

6.1.2 Second Priority:

6.1.2.a Activities sponsored by other governmental jurisdictions; such as the library, city or county agencies, or Everett Public Schools.

6.1.2.b Mill Creek 501(c)3 non-profit organizations, Mill Creek homeowner associations, educational, recreational, or community service activities or organizations (documentation may be required).

6.1.2.c Educational, recreational or community service activities offered by private schools within a five-mile radius of the City.

6.1.2.d Meetings of or by ad-hoc groups of Mill Creek residents for which no fee is charged for participation.

6.1.3 Third Priority:

6.1.3.a Business meetings, birthday parties, workshops, baby showers, or other functions sponsored by a private group or individual where no fee is charged for participation. This includes non-profits and homeowner groups not based in Mill Creek.

6.1.3.b Activities for which a fee is charged for participation. 6.1.3.c

Others not qualifying for first or second priority.

6.2 Available Facilities: The City of Mill Creek designates the following facility areas as available to the public:

- Council Chambers, maximum capacity 74
- City Hall North Small Community Room, maximum capacity 43
- City Hall North Large Community Room, maximum capacity 120
- City Hall North Conference Room, maximum capacity 16

6.3 Room Reservations:

6.3.1 To reserve a room, a reservation must be submitted on the City's website at millcreekwa.gov/rentals

6.3.2 Reservations are accepted on a first paid/first served basis. Until payment is received, the room is not reserved.

6.3.3 If two (2) reservations are received on the same day, the priority ranking will prevail.

6.3.4 No first-time reservation by a user will be made or accepted by telephone or fax.

6.3.5 Applicants must be at least 21 years of age. Proof of age may be required.

6.3.6 First Priority users may schedule use of a room up to six (6) months prior to the event. All other reservations may be made a maximum of three (3) months prior to the desired date.

6.3.7 If an applicant must cancel an event for which a reservation has been secured, the applicant shall notify City Hall as soon as possible so the room can be made available for another group.

- 6.3.8 When notice of cancellation is received at least one week in advance of reservation date, a full rental fee will be refunded. No refund will be made when notice of cancellation is received less than one week prior to the reservation date.
- 6.3.9 Under certain conditions, the City may be forced to cancel a reservation prior to an event or activity. Possible reasons for cancellation include, but are not limited to, a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. The City will attempt to notify the applicant as soon as possible if such cancellation occurs. All fees paid to the City by the applicant shall be refunded to the applicant if the reservation is cancelled by the City for any of the above reasons.
- 6.3.10 The City shall not be held responsible or liable for any damages caused as a result of the cancellation of the event.
- 6.3.10 Unless written approval has been granted, no group using City facilities will be allowed to use the City logo or imply in any way that the City is a sponsor/co-sponsor of the event or activity.
- 6.4 **Rental Fees / Damage Deposits:** All rental fees and/or damage deposits must be paid in full at the time of reservation. Fees are identified below by user group.
- 6.4.1 First priority users pay no rental fee or damage deposit.
- 6.4.2 Second priority users:
- 6.4.2.a Second priority users rate schedule is as follows:

Rooms Rates	Daytime*
Council Chambers	No Charge
Small Community Room	\$24.00 per hour
Large Community Room	\$36.00 per hour
City Hall North Conference Room	Not Available

****8:00 a.m. to 5:00 p.m. Monday through Friday***

6.4.3 Third priority users:

6.4.3.a Third priority users rate schedule is as follows:

Rooms Rates	Daytime*
Council Chambers	No Charge
Small Community Room	\$30.00 per hour
Large Community Room	\$50.00 per hour
City Hall North Conference Room	Not Available

****8:00 a.m. to 5:00 p.m. Monday through Friday***

6.4.4 The reservation fee for all applicants will include a refundable damage/cleaning deposit of \$75.00, or refundable damage/cleaning deposit of \$150.00 if group is serving food and/or beverages.

6.4.5 Rentals are hourly and may be extended in 15-minute increments. Set-up and clean-up time shall be factored into the rental time.

6.4.6 Payment methods accepted are: Visa/MasterCard, cash, check or money order.

6.4.7 Only rooms requested on the reservation application, as well as restrooms, are to be used.

6.4.8 Facilities and equipment both inside and outside the facility shall be left in the same condition as found prior to the activity or event. The cost of cleaning or repairs required of City staff as a result of the event will be subtracted from the damage/cleaning deposit, with a minimum of a \$25 charge.

6.5 Liability Insurance:

6.5.1 In most circumstances the City will require that all third priority groups obtain Tenant/User Program liability insurance, with a \$1 million per occurrence limit and it must name the City of Mill Creek as an additional insured. Depending on the activities, first and second priority groups may be required to obtain tenant/user liability insurance.

6.5.2 User shall provide the City with a certificate of insurance coverage no less than fourteen (14) days in advance of the rental date(s). Failure to obtain required insurance is grounds for forfeiture of the rental fee and use of the facility.

6.5.3 For those users who do not have liability insurance for their event, the City can provide assistance in applying for this coverage.

6.6 Damage:

6.6.1 Users of City facilities are financially responsible for any damage to property or loss of property. A fee equal to the total replacement cost will be charged.

6.6.2 The applicants shall be required to pay the full cost of breakage, damage or loss to City facilities and/or equipment, regardless of amount. Up to a 15% administrative fee may be added to the actual expenses and an hourly fee will be charged for repairs that are required as a result of damage.

6.6.3 Failure to remit the required payment shall bar the applicant from any further use of the facility. Any amount unpaid for more than 60 days will be turned over to a collection agency.

6.7 Administrative Rules:

6.7.1 Use/possession of alcoholic beverages, marijuana, and/or narcotics is prohibited in City facilities.

6.7.2 Smoking is prohibited in and within twenty-five (25) feet of City facilities.

6.7.3 Use of an open flame is prohibited within City facilities.

6.7.4 All events shall meet the occupancy load and fire and safety regulations of the City and the State of Washington.

6.7.5 Use of inflatables and amusement rides within City facilities is prohibited.

6.7.6 Persons who are loud, disorderly and/or abusive to other users of the facility, equipment, or the facility itself will be asked to leave.

6.7.7 Users are responsible for bringing their own linen, coffee pots, dishes, utensils, and other equipment. Tablecloths are strongly recommended to protect tables, especially when serving food and/or drink.

6.7.8 Users are responsible for their own setup and cleanup, which includes wiping down and returning tables and chairs to their pre-event location, and cleaning spills. Reasonable cleaning supplies and trash receptacles will be provided. All setup and cleanup must be completed within the time designated of the rental.

- 6.7.9 Confetti is prohibited.
- 6.7.10 Animals and pets are prohibited (exceptions: service animals, or when scheduled for recreation/activity programs).
- 6.7.11 Groups composed of minors shall be supervised by adults (21 years of age or older) at all times while using City facilities.
- 6.7.12 No items may be stored in a City of Mill Creek facility without explicit approval by the Recreation Office.
- 6.7.13 The City is not responsible for loss or theft of articles during the rental of City facilities and/or left in the facility.
- 6.7.14 The City reserves the right to waive, reduce or increase rental fees, damage deposits, or liability insurance as determined necessary by the City Manager to carry out the purpose and intent of this policy and/or safeguard City personnel, property and facilities.
- 6.7.15 The City reserves the sole right to deny requests for room use due to maintenance or security concerns, inappropriate use of City facilities, or other reasons as appropriate. For additional information about this policy, please contact the Recreation Office at (425) 582-6003.