


**CITY OF BLAINE
POLICES AND PROCEDURES**

<i>Subject:</i> FACILITIES AND OPEN SPACES RENTAL POLICY		<i>File Under Section:</i> ADMINISTRATIVE
<i>Effective Date:</i> September 11, 2019	<i>Number:</i> 2 - 13	<i>Page:</i> 1 OF 9
<i>Supersedes:</i> August 3, 2018	<i>Attachment:</i> Facilities and Open Spaces Rental Form	<i>Approved By:</i> Michael Jones City Manager 

1.0 POLICY

- 1.1 It is the policy of the City of Blaine (City) to establish procedures for allowed use of City-owned facilities. Certain City facilities and open spaces are available for interim use whenever possible and without conflict with general public access and/or City related operations.
- 1.2 During the week, the Senior Center program and Blaine-Birch Bay Parks and Recreation District #2 use the Pavilion from 7:00am – 11:45am, the Blaine School District uses the Pavilion from 11:45am – 1:00pm, and the Boys and Girls Club uses the Pavilion from 2:00pm – 7:00pm. The Pavilion is open for reservation after 7:00pm during the week and all day on Saturday and Sunday.
- 1.3 During the week, the Senior Center program uses the Senior/Community Center from 8:00am – 4:00pm. On the weekend, the Senior Center program uses the Senior/Community Center from 8:00am – 1:00pm. The Senior/Community Center is open for reservation after 4:00pm during the week and after 1:00pm on Saturday. The Senior/Community Center is open for reservation all day Sunday.

2.0 SCOPE

- 2.1 This policy and the requirements herein apply to the use and rental of the Pavilion and Senior Center. The City Manager may establish other rules as needed on a case by case basis to protect the public interest and public property.
- 2.2 City Hall Council Chamber and City Hall Conference Rooms are only available for use by City Staff conducting City business. City employees are responsible for reserving these rooms via Microsoft Outlook.
- 2.3 The conference room in the Welcome Center is only available for use by City staff conducting City business, the Blaine Chamber of Commerce, and any other organization that is working with the City to further economic development and tourism objectives. Organizations that are not directly working with the City, but

are actively promoting economic development or tourism oriented activities, are also permitted to use the conference room. For non-City staff meetings, the conference room will be scheduled through the Welcome Center coordinator, and the Welcome Center coordinator will keep the reservations on a calendar that is accessible by City staff.

- 2.4 City parks and park facilities, which include shelters and the amphitheater, are available on a first come first served basis. These facilities are also able to be reserved via a Park Special Use Permit. This permit is valid once it is processed and approved by the Community Development Services Director or designee.
- 2.5 The City retains the right to cancel any scheduled use in the event of an emergency or other City requirement. In the event that a scheduled use must be canceled, the Senior Center Director or designee will notify affected groups or individuals with as much notice as possible.

3.0 PURPOSE

- 3.1 The purpose of this policy is to provide public access, support City business operations, and facilitate community uses. In an effort to balance community access and private demand, the City may offer, whenever possible, certain facilities and open spaces for community and private events when they do not overly restrict access by the general public or interfere with City business.
- 3.2 The use of City facilities does not constitute an endorsement by the City of Blaine of any of the following:
 - a. Any organization or group.
 - b. The beliefs of any organization or group.
 - c. The expression of any opinion regarding the nomination, retention, election or defeat of any candidate.
- 3.3 It is the intent of the City to provide all individuals and groups equal access to City-owned facilities.

4.0 APPLICABILITY

- 4.1 This policy is applicable to all City owned facilities including parks, open spaces, and City owned buildings and rooms.

5.0 APPLICATION PROCESS

- 5.1 Applications for the rental and/or use of any City-owned facilities shall be considered only after all other City programs and activity needs have been met.
- 5.2 Organizations practicing, supporting, or promoting activities which are contrary to local, State, or Federal law, shall not be permitted to use City facilities.
- 5.3 Scheduling shall be on a first-come, first-serve basis. To have confirmed reservations for the Senior Center or Pavilion, applicants must meet the following requirements:
- a. Complete, sign, and return an approved application form to Senior Center staff. Forms are available at the Senior Center, the Senior Center's website, and on the City's website: www.cityofblaine.com.
 - b. After Senior Center staff confirms the reservation, Senior Center staff will then email the signed off facility rental form to the City Cashier (cashier@cityofblaine.com) for proof of reservation. The applicant will then pay the required rental fee at least ten (10) business days prior to the event. Payment must be submitted to the City Cashier. The minimum refundable damage deposit is not a limitation on the liability of the applicant and may be increased depending on the type of activity. Any overage of time will be deducted from the damage deposit. If the damage exceeds the amount of the minimum refundable damage deposit, the applicant will be required to pay the excess within 15 days of receipt of invoice.
 - c. Provide appropriate insurance as determined by the City, naming the City as an additional insured, and naming such other parties as additional insured as may be required by primary lease or other obligations. If an activity or intended use is of a nature for which evidence of insurance is required, the City will require a copy of the insurance certificate in the amount of two million dollars naming the City as an additional insured, provided however if the Applicant intends to use the Pavilion or the Boys and Girls Club property then the applicant may be required to obtain a Certificate of Liability Insurance in the amount up to five million dollars (\$5,000,000) naming the City of Blaine and the Boys and Girls Club of Whatcom County as additional insured. The certificate of insurance must be provided at least ten (10) business days prior to use of the facilities. The reservation will be canceled if the certificate of insurance is not provided.

- d. Read, fill out, and sign the Facilities Lease and Indemnification Agreement. This is included on the Facility Rental form, which will be submitted to Senior Center staff for review.
 - e. Obtain required permits. Examples include permits for alcohol use and special use permits. Required permits must be provided to Senior Center staff at least ten (10) business days prior to use of the facilities.
- 5.4 Upon receipt and review of the application and other documents as may be required from Senior Center staff, the Cashier will give the applicant a receipt which will serve as confirmation and proof of reservation.
- 5.5 The receipt will then be scanned to the Senior Center.

6.0 DENIAL OF APPLICATION

- 6.1 Applications may be denied on the following basis:
- a. The event would unreasonably interfere with normal activities and general use and enjoyment of City facilities.
 - b. Another event has previously been scheduled for the same date and time.
 - c. In the opinion of the City Manager/designee the event is not in the best interest of the City.
 - d. The applicant has had past violations of this directive or any other facility rental policy.
 - e. The applicant has had past violations of an alcohol permit.
 - f. The applicant has had previous problems that the Chief of Police deems a valid concern regarding the requested use.
 - g. The group advocates social or political change by violence.
 - h. Rentals will not be authorized in the Blaine Senior/Community Center if they conflict or decrease existing community use time.

7.0 RULES OF CONDUCT

- 7.1 Applicants will be expected to adhere to the various rules and regulations when renting City-owned facilities. Applications will be reviewed on a first-come, first-serve basis.

- 7.2 The facilities offer differing amenities and rental times and dates. Neither the City nor the Senior Center will be responsible for any damages as the result of double bookings or mistakes in dates and times of rentals. The reservation holder must be an individual at least 21 years of age.
- 7.3 Policies for public facilities and spaces:
- a. Alcohol is forbidden unless the renter receives prior approval and completes the required permits. The use of alcohol will increase the refundable damage deposit amount, which can be found on the Facility Rental form and in the City's unified fee schedule. Smoking (including vaping, the use of e-cigarettes and the use of smokeless tobacco) shall be forbidden on City-owned property.
 - b. The service and consumption of food and beverages in the Blaine Senior/Community Center and other City indoor facilities shall be confined to the main room and/or conference room that has a coffee service unit available.
 - c. The function shall not interfere with normal City operations.
 - d. No decorations, pictures, placards, signs or similar items are to be attached to any wall, door or window in the Blaine Senior/Community Center, Pavilion, City Hall Council Chambers, or City Hall Conference Room without prior permission from the Director of the facility or the City Manager/Designee. Easels, tripods or free standing displays will be permitted.
 - e. No decorations shall be affixed in any manner to painted drywall of the facilities. Wood beams and glass surfaces may be used for affixing decorations as long as they are affixed via non-marring items. However, all thumbtacks, staples, and tape must be removed by the renter.
 - f. No rice, confetti, birdseed, straw, etc. shall be used in or around the premises.
 - g. The City may impose additional requirements or conditions made necessary by the particular use of the room and/or facility proposed by the applicant. Such requirements or conditions may include, but are not limited to, deposit of funds to cover damages or restriction on noise level and the use of sound amplification equipment.

- h. The reservation holder must be present at the facilities during the hours of approved use. At no time during the building rental shall the building be left unattended.
- i. All rooms in the Senior/Community Center except for the main room and kitchen will be off limits except with special permission by the Facility Director.
- j. Renters are expected to provide all supplies such as food, punch, coffee, candy, paper plates, napkins, eating utensils, sound system, chairs, etc., for their own use. If a user must have access to equipment or supplies, a representative must be present. Any exceptions must be authorized by the Senior/Community Center Director, or by the City Manager or their designee.
- k. All rooms used must be cleaned and put back in order as they were found.
- l. It will be the responsibility of the user to make the arrangements to secure the key for the building to be opened at the time of use during regular operating hours. Arrangements can be made with the Director of the Senior Center or their designee.
- n. The reservation will not be finalized until payment in full has been made to the Cashier at least ten (10) business days prior to the event.
- o. Music and noise must be kept at levels described in Blaine's Municipal Code.
- p. The City of Blaine is not responsible for lost or stolen articles of any individual, group, or organization.
- q. Unusual rowdiness or physical/verbal abuse to a staff member, patron or City property may result in immediate termination of the event. Order must be maintained by the organization or person(s) renting the facility, both inside the building and on the grounds.
- r. Equipment belonging to the City of Blaine or the Senior Center will not be removed from any City owned public spaces or facilities without the written permission of the Senior/Community Center Director or City Manager/designee.
- s. Chaperons will maintain order and propriety at events catered towards individuals under 18 years old. Chaperons must be at least 21 years of age.

- t. The minimum of two adult chaperons are required. Chaperons may NOT be active participants in the event.
- u. Parking, loading and unloading are only permitted in designated areas. No vehicles will be allowed on any surface that is not paved or concrete.
- v. All facility rules and regulations must be adhered to and the directions of the facility staff must be obeyed. Non-compliance with the rules and/or regulations may result in the event being terminated and/or the applicant being unable to rent City facilities in the future.
- w. Per the City of Blaine Fire Code, hallways and exits shall remain accessible at all times.

8.0 DAMAGE DEPOSIT & CANCELLATION & DAMAGES

8.1 The reservation holder shall be required to pay a damage deposit for the facility or park requested in accordance with fees established herein. The damage deposit will be due at the time the application is submitted, and at least ten (10) business days prior to the event. Additionally, the City Manager/designee may waive the damage deposit requirement when determined to be in the best interest of the City to do so.

8.2 Damage Deposit Refund

- a. At the termination of the facility use, the facility will be inspected by the Senior/Community Center Director/designee in the case of the Senior Center and Pavilion. The Welcome Center will be inspected by the Welcome Center coordinator or their designee.
- b. If the condition of the facility is approved, the damage deposit will be returned in full to the permit holder.
- c. If the facility condition is not approved, the City will implement proper cleanup and repairs to restore the facility to the conditions existing prior to the time of use.
- d. The City will deduct the funds required to meet the conditions of item "8.2.c" above from the damage deposit. Any remaining funds will be returned to the reservation holder. The reservation holder will be provided a written statement as to the reasons for withholding any of the damage deposit. If the cost of restoring the facility is more than the damage deposit, the reservation holder shall pay the additional amount.

- e. Any disputes about the amount of the damage deposit withheld by the City for facilities will be decided by the facility director and/or the City Manager/designee. If the reservation holder refuses to pay additional damage deposit amounts as required by the Facility Director and/or by the City/designee, the reservation holder shall be unable to rent any City facilities until such sum is paid. Further, the City reserves the right to take any action it may have by law or equity to collect said amount.

8.3 Cancellation

- a. In the event of cancellation, a full refund will be granted if the cancellation is at least 5 business days prior to the reservation date. If the cancellation is made with less than 5 working days' notice, the facility fee will be forfeited, but the damage deposit will still be refunded.

8.4 Damage

- a. If damage occurs in the facilities during the reserved period of time, the applicant will be required to pay for the damages within 15 days of receipt of invoice.

9.0 OTHER STIPULATIONS

9.1 Liability Coverage

- 9.1.1 The reservation holder shall agree to indemnify, defend, release and hold harmless the City of Blaine, its employees, and agents for all property and liability claims arising out of the event.
- 9.1.2 The reservation holder shall agree to indemnify, defend, release and hold harmless the Senior Center, its employees, volunteers, and agents for all property and liability claims arising out of the event.

9.2 Rental Fee Waiver

- 9.2.1 The City Manager, their designee, or the Senior Center Director has the authority to reduce or waive fees if deemed reasonable due to reciprocity (schools, local government, etc.) or other causes. These causes can include, but are not limited to, organizations and private individuals who host community oriented events. These events cannot have a direct financial benefit to the organization or individual reserving the facilities. Senior Center programs, Blaine-Birch Bay Parks and Recreation District #2 related activities, and Boys and Girls Club functions will have their

fees waived. These organizations are also allowed to benefit financially from these events due to their fundraising events.

9.3 Insurance Policy

9.3.1 The City Manager or designee has the discretion to require the reservation holder to purchase additional insurance coverage.

9.4 Use of City Property

9.4.1 Ongoing, regularly scheduled bookings will be considered on a case by case basis. However, no group, except for City related groups, shall be allowed to monopolize the use of City owned facilities and spaces.

10.0 RENTAL FEES

Please refer to the Facilities and Open Spaces Rental Form for rental fees. More information on these fees can be found in the City's Unified Fee Schedule.