

**PIERCE COUNTY PARKS & RECREATION  
ROOM RENTAL RULES & REGULATIONS  
FRONTIER PARK LODGE & MERIDIAN HABITAT CENTER**

1. PIERCE COUNTY CODE CHAPTER 14.08 WILL GOVERN PARK FACILITIES
2. Complete a facility use form to request use of the Frontier Park Lodge or Meridian Habitat Center.
3. When renting space at either location, group must include time needed for decorating, bringing in supplies, music set up, food preparation, and clean up. You are charged from the time you arrive until the time you leave.
4. A refundable damage/clean up/conduct deposit of \$100-\$250 is required for functions with food and beverages. A \$350 deposit is required for functions that include alcohol. Deposits paid with a Master Card or Visa will be credited back to the credit card within 1 week of your function. Deposits paid by check or cash will be refunded by a county check 3 weeks following your function.
5. Payment in full – deposit and the rental fee – must be made in order to reserve the space. One change may be made in your contract at no charge (add more hours, etc.). Additional changes will be assessed a \$40 fee. Changes may not be made 21 days prior to the event. No refunds for unused hours for rental.
6. A diagram of your room set up with number of tables and chairs is due 2 weeks prior to your event. This arrangement will be in place upon your arrival at the site. Groups not submitting a set up will have the set up determined by staff. This may result in insufficient tables and chairs available for your use. We take down the tables and chairs following your event.

Frontier Park Lodge – 24 – 60” round tables; 16 – 6’ x 2.5’ rectangle tables; 230 chairs

Meridian Habitat – 26 – 60” round tables; 18 – 6’ x 2.5 rectangle tables; 300 chairs

Round tables seat 8; Rectangle tables seat 6

7. Size limitation:

Frontier Park Lodge Side A – may seat 160 around tables – this fills the entire room

140 around tables allows space for dancing, etc

Side B – may seat 80 around tables – this fills the entire room

72 around tables allows space for dancing, etc.

Chairs only (theater style) – Side A 225; Side B 150

Meridian Habitat – Auditorium – 26 rounds seats 208 – this fills up the room

24 rounds seats 192 and allows space for dancing

300 chairs (theater style)

8. Groups wishing to serve alcohol may do so only if the alcohol is served by a LICENSED CATERER OR BARTENDER with current liquor liability insurance coverage. The CATERER OR BARTENDER must acquire a Washington State Banquet Permit and display this at the serving area. ONLY a licensed CATERER OR BARTENDER will be allowed to serve alcohol. A copy of the catering or bartender license, insurance and liability coverage, and banquet permit must be faxed 2 weeks prior to the event. Failure to do this will result in NO ALCOHOL ALLOWED AT YOUR FUNCTION.
9. Building monitors will be on site during your entire event. They are responsible to make sure the building is safe, secure, and being used properly. They can assist you with additional tables, chairs, and can liners, and cleaning issues. If they deem the patrons and the building is not safe they have been directed to call the Pierce County Sheriff.
10. Pierce County reserves the option to require security officer(s) at specific functions at the expense of the renter.
11. If the function is for a group of minors, a pre-determined number of adult chaperones, over the age of 30, will be required. All functions must end by 10:00 pm. ABSOLUTELY NO ALCOHOL WILL BE SERVED AT THESE FUNCTIONS.
12. Children must be supervised at all times and will not be allowed to run throughout the building, and outside. Failure to comply will result in loss of deposit or termination of event.
13. **In and out Privileges:** For functions that are specifically designed for minors, in and out privileges are prohibited. **For banquets and receptions, in and out privileges are allowed, however, if patrons are found to be drinking alcohol and re-entering the building, the function will be terminated with no refund authorized.**
14. The staff reserves the right to monitor and control music volume to avoid disruption of concurrent activities in the building.
15. Smoking is not allowed inside the building or within 50 feet of the building entrances as approved by Pierce County Ordinance No. 84-155.
16. Clean up of the facility is the responsibility of the renter. You are responsible to take all trash & recycling to dumpsters at the site. Trash cans & can liners are provided. Remove all items brought in for the event; wipe down tables, clean kitchen – counters, appliances, cabinets. You must provide your own cleaning supplies – towels, cleaner, dish soap, etc. Check out with building monitors prior to leaving to make sure your cleaning was done properly and no damage was done to insure a full refund of your deposit.
17. Groups will be expected to reimburse the county for any lost or damaged equipment, areas left dirty requiring extra staff clean up, parking lot clean up, and vandalism to any portions of the building as a result of your function. Pierce County is not responsible for any lost, stolen, or broken items that do not belong to the county.

18. Decorations on walls and tables must be adhered with **painter's tape or 3M Command** products. **NOTHING IS TO BE ATTACHED DIRECTLY TO A PIPE OR SPRINKLER HEAD OR CEILING.**
19. **NOT ALLOWED:** burning candles, confetti, glitter, bird seed, silly string, hot air balloons, animals. Helium balloons must be secured.
20. The use of personal or catered barbecues must be used 20 feet from the building on gravel. Disposal of charcoal briquettes **MAY NOT** be done at the site – removed from park site by renter/caterer. **NO CHARCOAL OR PROPANE INSIDE OF BUILDING.**
21. Organic Christmas trees and holiday greens are not allowed without approval by the Facility Maintenance Supervisor. Greens must be properly treated with fire retardant, which has been approved by Maintenance Supervisor.
22. Insurance coverage may be required for some events, naming Pierce County as additional insured.
23. Any matter not covered here will be left to the discretion of the Superintendent of Recreation.

**Cancellations:**

All cancellations must be made in writing.

- No monies will be refunded if reservation is cancelled 45 days or less of scheduled function
- A 50% refund will be issued if cancellation is made 45-90 days prior to the reservation date
- A 90% refund will be issued if cancellation is prior to 90 days of scheduled event.
- Any cancellation prior to 90 days will be assessed a 10% charge of rental fees.

THE SIGNATURE BELOW IS ACKNOWLEDGEMENT THAT YOU HAVE READ AND AGREE  
TO ABIDE BY ALL POLICIES AND PRODEDURES THAT ARE LISTED ABOVE.  
YOUR CONTRACT IS NOT FULLY EXECUTED WITHOUT THIS SIGNATURE.

\_\_\_\_\_  
Print Name

Contract Number \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Parks & Recreation Representative