



## LAKWOOD COMMUNITY CENTER

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### RENTAL RULES & REGULATIONS

1. PIERCE COUNTY CODE CHAPTER 14.08 WILL GOVERN PARK FACILITIES.
2. All reservations must be made at least two weeks prior to requested date.
3. When renting space, groups must include time for decorating, bringing in supplies, music setup, food preparation, and clean-up. You are charged from the time you arrive until the time you leave.
4. Payment in full (deposit and rental fee) must be made to reserve space at the Lakewood Community Center. **NO REFUNDS ARE GIVEN FOR UNUSED RESERVATION TIME.** Reservation made within 10 working days or less of event must be paid in cash or by MasterCard/Visa.
5. 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. A Washington State Banquet Permit must be acquired and posted in the room where alcoholic beverages will be consumed. Copies of the caterer's M.A.S.T Permit, Liquor Liability Insurance certificate, and WA State banquet permit must be submitted no later than two weeks prior to the event.
  - a) Alcoholic beverages must be consumed in the permitted room only.
  - b) No alcoholic beverage shall be served or consumed to any person under 21 years of age. Groups found violating will be immediately shut down without a refund.
6. No amplified musical instruments or public address systems may be used without written permission. Building staff reserves the right to monitor and control music volume to avoid disruption of concurrent activities in the building.
7. No park facility may be used for money making or fund-raising purposes without written permission of Pierce County Parks and Recreation. All concession rights are retained by Pierce County Parks and Recreation, exceptions must be approved in writing by the Parks' Director.
8. Clean-up of the facility is the responsibility of renter. You are responsible to put all trash in garbage cans provided; remove all items brought in for the event; clean tabletops, equipment used, floors, countertops and cabinets.
9. Required damage/clean-up deposit will be returned upon surrender of the facility and equipment in the same condition as when rented. **RETURN OF DAMAGE DEPOSIT WILL BE APPROXIMATELY 3 WEEKS AFTER SCHEDULED ACTIVITY.** Pierce County assumes no responsibility for lost, stolen or damaged items. Group must reimburse Pierce County Parks and Recreation for lost or damaged equipment, carpet stains, areas requiring extra clean-up, **including parking lot**, and vandalism to any portions of the facility that were a result of the function.
10. Smoking is not allowed inside the building or within 50 feet of the building entrances as approved by Pierce County Ordinance No. 84-155.
11. Cancellations must be made in writing:
  - a) No monies will be refunded if reservation is canceled 45 days or less of the scheduled date.
  - b) A 50% refund will be issued if cancellation is made 45-90 days prior to the reserved date.
  - c) A 90% refund will be issued if cancellation prior to 90 days of the scheduled event.
12. **No staples or candles are allowed in or outside of the Lakewood Community Center.**

I hereby agree to the aforementioned items and will abide by these terms, rules, and regulations.

Group Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature required to fully execute the contract.*