


RESOLUTION NO. 2015-07

**A RESOLUTION BY THE
MASON TRANSIT AUTHORITY BOARD
ADOPTING TRANSIT-COMMUNITY CENTER EVENT FEES**

WHEREAS, Mason Transit Authority seeks to allow for public use of event space in the Transit-Community Center and desires to ensure that the use of real property (i) complies with the Washington statutory mandates and requirements, (ii) does not jeopardize or negatively impact the safe and efficient operation or maintenance of MTA facilities, and (iii) does not impair the preservation of MTA real property for existing or future transportation-related uses planned or identified by the MTA or other transportation or governmental entities.

NOW THEREFORE BE IT HEREBY RESOLVED by the Mason Transit Authority Board that the event procedures and fees schedule, attached hereto and incorporated herein, be established and adopted.

Dated this 19th day of May, 2015.



Mike Olsen, Chair



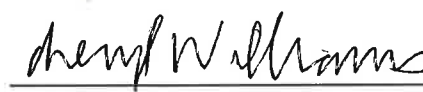
Ginny Beech, Authority Member



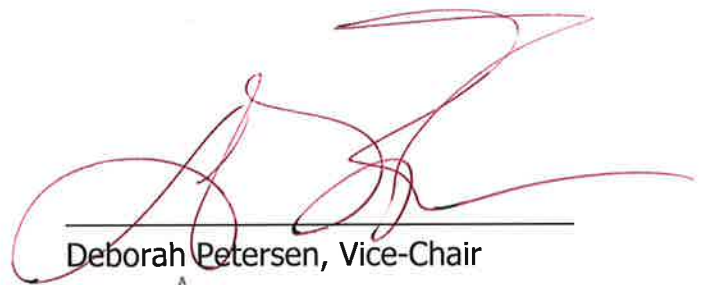
Terri Jeffreys, Authority Member



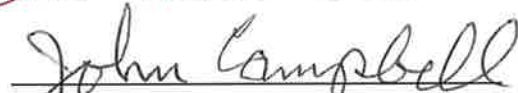
Randy Neatherlin, Authority Member



Cheryl Williams, Authority Member



Deborah Petersen, Vice-Chair



John Campbell, Authority Member



Rick Johnson, Authority Member

Tim Sheldon, Authority Member

APPROVED AS TO CONTENT:



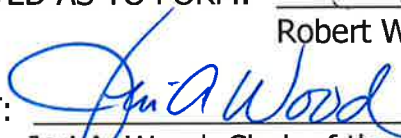
Brad Patterson General Manager

APPROVED AS TO FORM:



Robert W. Johnson, Legal Counsel

ATTEST:



Jeri A. Wood, Clerk of the Board

DATE:

5/19/15



TRANSIT-COMMUNITY CENTER
EVENT RENTAL PROCEDURES

1. RESERVATIONS & PAYMENT PROCEDURES

Reservations will be accepted on a first come written application basis only.

Telephone inquiries are welcome. For more information, please call, T-CC Manager, Kathy Geist @ 360-432-5754

Reservations are suggested to be made a minimum of thirty (30) days. Rentals with less than thirty (30) days notice will depend on staff and facility availability. Confirmation of all rentals will take place with receipt of **\$100.00 non-refundable advance reservation fee** or rental fee paid in full. The deposit will be credited to your total rental fee.

One individual should be designated as the responsible party for the requesting group, and will sign all agreements. The person signing these forms is the representative party and is assuming responsibility for the clean-up and any damage, loss, or disturbances during the rental period. This individual must be at least 21 years of age.

2. PAYMENT PROCEDURES

1. **The rental fee must be paid in full thirty (30) days prior to the event.** If payment is not received within the time limit, your reservation will be subject to cancellation. Please make checks payable to: Mason Transit Authority.
2. A damage/cleaning deposit of **\$300.00** will be charged for all events and is due thirty (30) days prior to the event. The damage/cleaning deposit will apply to all building facilities, furnishings, and equipment. To insure the return of your damage/cleaning deposit; please make sure you have the staff person on duty check the facility before you leave. She/he will point out any problem areas at that time. If there is no further damage/cleaning required, the deposit will be returned to you within thirty (30) days after the scheduled event.

3. Cancellations can be made thirty (30) days prior to the event, in writing. Cancellations after that time will result in twenty-five (25%) percent of the rental fee being retained. Damage deposits will be refunded in full.
 4. Rental hours are consecutive and must include time for delivery of supplies, set up, take down and clean up.
- A. After approval of the application, the applicant, for any use with significant potential liability exposure as determined by Mason Transit Authority, shall furnish to MTA evidence that she/he has in full force and effect, a liability policy with MTA as an additional insured in an amount to be determined by MTA covering any bodily injury or property damage arising out of or in any way connected with the use of the facility by the applicant; except claims for damages or personal injuries that arise from the sole negligence of MTA. **An additional \$1 million dollar alcohol policy is required when serving alcohol.**

The required insurance is Commercial General Liability with limits of \$1 million combined single limits per occurrence and MTA named as an additional insured. Insurance is required for groups that do any of the following:

- open to the public
- charge an admission fee
- alcohol- **an additional alcohol policy will be required**
- sell food
- involve physical activities which have been deemed by MTA as high risk

3. GENERAL RULES

- A. Rental facilities are generally unavailable on Christmas Eve, Christmas, Thanksgiving, Easter, New Years Day, July Fourth, Labor Day, and Memorial Day. Special arrangements may be considered for these days at an additional cost.
- B. Use of rice, birdseed, confetti, or like materials inside or outside of the facility is not permitted.
- C. Decorations may only be attached to walls, windows, or ceilings with painters (blue) masking tape or similar non-marring material.
- D. Any use of flammable materials, such as candles, is regulated by the Shelton Fire Department. Renters are limited to three (3) candles per table. Candles must be placed on a non-combustible surface. Candles used in a center piece surrounded by combustible materials must be contained in a votive or similar container. Food warming appliances must be used in accordance with manufacturer's recommendations. Sterno is acceptable. Sparklers and other flammable decoration are prohibited.
- E. Use of federally illegal drugs and gambling are prohibited. Profanity and unruly conduct or any other unlawful activities on Transit Center property is prohibited. Cigarette and Cigar smoking is allowed only in outside designated smoking areas. Weapons are not permitted on the property. Activity organizers and supervisors will be held accountable for the safe, orderly and reasonable conduct of all participants and spectators, if any and are responsible for the conduct of individuals who may be on T-CC property as a result of the event.
- F. Only those rooms specified on the agreement will be available for use by the renting party, including designated restrooms.
- G. MTA staff person will be present in the facility during the rented time. The staff person will:
 - 1. Unlock interior and exterior doors
 - 2. Turn on lights
 - 3. Demonstrate the use of appliances, Auto/Video equipment, and other amenities
 - 4. Answer questions regarding facility and equipment

5. Before the group's representative leaves, MTA staff walk through the rented rooms to make sure everything has been returned to its original state
6. Lock up after the group departs

H. Alcoholic beverages are allowed **inside** the leased area as long as the following requirements are met:

1. A Washington State Special Occasions License or Banquet Permit must be obtained and displayed in the room during the event. A copy of the permit or license must accompany the rental payment.
2. A Banquet Permit is needed for all private functions where liquor is served. Banquet Permits are needed for business or social organization functions where alcohol is served at no charge and/or brought in by its members. The function cannot be open to the general public.
3. Non-profit groups planning to sell alcohol for profit must obtain a Special Occasion Liquor License.
4. **All alcohol beverage service must end at 10:00PM. No alcohol will be allowed to be dispensed after 10:00PM. Failure to do so will result in closure of Transit –Community Center and forfeiture of damage deposit.**

I. All minors on the premises must have adequate adult supervision.

J. Renters are welcome to use kitchen appliances when the kitchen fee is paid. Silverware, dishes, towels, glasses, and other kitchen supplies are not available.

K. MTA will not be responsible for accident, injury, or loss of property.

4. SET UP / CLEAN UP

A. All items brought into the building by the renters must be removed! MTA is not responsible for any left/lost items! MTA does not provide storage. It is not available before a rental event. All decorations, props, rented furniture, beverage dispensers, and personal belonging must be removed at the end of the event unless otherwise authorized by the T-CC manager.

The renter is responsible for set up, cleaning of floors, cleaning and storage of tables/chairs, and kitchen. This includes sweeping, vacuuming, mopping, and wiping down surfaces. The T-CC will provide a broom, and mop and cleaning supplies renter is responsible for leaving the facility in the same condition that you find it in. Please see Rental Clean-up Agreement.

Please take all trash and recycling to the containers located at rear of the building. The renter will be responsible for set up and take down of tables and chairs. Layout will be determined in advance of the rental.

In signing the rental application, the renter agrees to pay the cost of any cleaning or damage repair to the Transit Community Center during their event.

5. MISCELLANEOUS POLICIES

A. Live animals, except for service animals, may not be brought onto the premises.

B. T-CC Staff may enter any of the rented premises at any time on any occasion.

C. MTA reserves the right to take photographs of rental events for its own records and use in future public outreach efforts

D. MTA reserves the right to modify these procedures.

E. Incidental uses of property that continues to be needed and used for the operation of Mason Transit’s projects or community programs must not interfere or hamper the operation and use of such property for transit purposes. The use must not compromise the safe conduct of the intended transit purpose and activity of the initial public transit project activity.

F. Continuing Control. The leased use must not in any way interfere with MTA’s continuing control over the use of the property or adjacent property or MTA’s continued ability to carry out the project or program.

6. FACILITY INFORMATION

The Transit- Community Center has five (5) areas available for temporary rental.

The facility will be available for rental on:

Weekdays 7:30 AM – 10pm

Weekends 7:30AM – midnight (including cleanup time)

Special uses before or after hours listed are on a case by case basis

<u>Area</u>	<u>Square Footage</u>	<u>Seating Capacity</u>
Conference/Meeting	841	30+
Conference/Event Space	2879	
Kitchen	1311	30+
Atrium	2454	
Gymnasium	5,238	240
Technology Lab		21+



Gymnasium has wood flooring. Tables, chairs, projector screen sound system and podium are available.

Tables:	Rounds 40+	240+ seated banquet style - depending on set up
Chairs:	6 per table	381 Occupancy load

FEE SCHEDULE				0-2 HRS	2-4 HRS	4-6 HRS	6-8 HRS	ALL DAY
AREA	SQ FT	SEATING CAPACITY	STANDING CAPACITY					
CONFERENCE/MEETING ROOM	800	25-35	-	\$40	\$65	\$120	\$165	\$165
KITCHEN	1311	-	-	\$60	\$95	\$125	\$155	\$190
ATRIUM	2454	-	-	\$80	\$120	\$155	\$235	\$275
GYMNASIUM	5238	240+seated	381	\$80	\$155	\$235	\$310	\$390
COMPUTER LAB		21+	-	\$60	\$95	\$125	\$155	\$165

COFFEE SERVICE

Mason Transit Authority also has coffee available at a fee for events on request. The coffee fee is based on a per cup usage.

1-25 cups	\$10
25-50 cups	\$20
51-100 cups	\$50
100-300 cups	\$75

Please indicate the amount of cups you would like to have available on your rental application.