



## **EVENT RENTAL PROCEDURES & GUIDELINES**

### **1. RESERVATION PROCESS**

- A. It is recommended that reservations are made a minimum of thirty (30) days before the event. Reservations with less than thirty (30) days' notice may not be fulfilled, dependent on staff and facility availability.
- B. Reservations are generally unavailable on the following holidays: Christmas Eve, Christmas Day, Thanksgiving Day, Easter Day, New Year's Day, Fourth of July, Labor Day, and Memorial Day.
- C. Reservations can only be made by submitting a completed '*Request for Facility Use Application*', which are subject to approval.
- D. Upon approval of the '*Request for Facility Use Application*' reservations are fulfilled on a first-come, first-served basis.
- E. One individual will 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.
- F. Reservation hours are consecutive and must *include* time for delivery of supplies, set-up, and clean-up.

\_\_\_\_\_ **Initial**

### **2. RENTAL & DEPOSIT PAYMENTS**

- A. The rental fee must be paid in full seven (7) 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.
- B. A refundable facility deposit of \$400.00 will be charged for all events. This is due seven (7) days prior to the event. The facility deposit will apply to all building facilities, furnishings, and equipment. To assure the return of your deposit, have a Transit-Community Center (T-CC) staff person on duty check the facility before you leave. Staff will note any problem areas at that time. If there is no further cleaning required, and your event ends within specified time frame; then the facility deposit will be returned to you at the completion of the scheduled event.
- C. Cancellations must be made 7 (7) days prior to the event and must be submitted in writing. Cancellations after that time will result in twenty-five (25%) percent of the rental fee being retained. The damage deposit will be refunded in full.

\_\_\_\_\_ **Initial**



### **3. LIABILITY INSURANCE REQUIREMENTS**

- A. After approval of the 'Request for Facility Use Application', the applicant will furnish Mason Transit Authority (MTA) with 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.
- B. The required insurance is Commercial General Liability with limits of \$1 million combined single limits per occurrence and must have MTA named as an additional insured. Insurance is required for all users.
- C. **If alcohol is being served and/or consumed an additional \$1 million-dollar alcohol policy is required.**

\_\_\_\_\_ **Initial**

### **4. GENERAL RULES**

- A. Use of rice, birdseed, confetti, or like materials inside or outside of the facility is not permitted.
- B. Decorations may only be attached to walls, windows, or ceilings with painters (blue) masking tape or similar non-marring material.
- C. Any use of flammable materials is regulated by the Shelton Fire Department:
  - i. 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.
  - ii. Food warming appliances must be used in accordance with manufacturer's recommendations. Sterno is acceptable for use.
  - iii. Sparklers and other flammable decorations are prohibited.
- D. Use of federally illegal drugs (including marijuana) and gambling are prohibited.
- E. Profanity and unruly conduct or any other unlawful activities on Transit property is prohibited.
- F. Illegal weapons are not permitted on the property.
- G. The T-CC is a non-smoking facility, smoking is not allowed on any area of T-CC property.
- H. The party responsible for the event will be held accountable for the safe, orderly and reasonable conduct of all participants and spectators. The party responsible will assure the proper conduct of individuals who are on T-CC property as a result of their event.



**MASON TRANSIT AUTHORITY  
TRANSIT-COMMUNITY CENTER**

601 W. FRANKLIN ST, SHELTON, WA 98584

OFFICE: 360-426-9434 | FAX: 360-426-0899

T-CC Building Superintendent, STEVE WEISENBACH: 360-432-5758

[swaisenbach@masontransit.org](mailto:sweisenbach@masontransit.org)

- I. RENTER MUST TURN DOWN MUSIC/NOISE IMMEDIATELY IF REQUESTED BY T-CC STAFF.
- J. All music and loud noise must stop by 10:00 p.m.
- K. Children must have adult supervision at all times!
- L. Only those rooms/areas specified on the agreement will be available for use by the renting party, including designated restrooms.
- M. The use of the kitchen and its appliances are only available if the kitchen reservation fee is paid.
- N. A T-CC staff person will be present in the facility during the rented time. The staff person will:
  - i. Unlock interior and exterior doors,
  - ii. Turn on lights,
  - iii. Demonstrate the use of appliances, Audio/Video equipment, and other amenities,
  - iv. Answer questions regarding facility and equipment,
  - v. Before the group's representative leaves, MTA staff walk through the rented rooms to make sure everything has been returned to its original state, and
  - vi. Lock-up after the group departs.

\_\_\_\_\_ Initial

**5. SERVING AND/OR CONSUMING ALCOHOL**

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

- A. 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.
  - i. 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.
- B. Non-profit groups planning to sell alcohol for profit must obtain a Special Occasion Liquor License.
- C. **All alcohol beverage service must end at 9:30 PM. Failure to do so will result in closure of the Transit–Community Center and forfeiture of damage deposit.**
- D. All minors on the premises must always have adequate adult supervision when alcohol is served.



**MASON TRANSIT AUTHORITY  
TRANSIT-COMMUNITY CENTER**

601 W. FRANKLIN ST, SHELTON, WA 98584

OFFICE: 360-426-9434 | FAX: 360-426-0899

T-CC Building Superintendent, STEVE WEISENBACH: 360-432-5758

[swaisenbach@masontransit.org](mailto:sweisenbach@masontransit.org)

- E. Alcohol use must be moderate. If a person(s) consuming alcohol displays unruly conduct, the function will be immediately shut down by staff and/or law enforcement should it be necessary.

\_\_\_\_\_ Initial

**6. SET-UP & CLEAN-UP**

- A. All items brought into the building by renters must be removed! All decorations, props, rented furniture, beverage dispensers, and personal belongings must be removed at the end of the event; unless otherwise authorized by the T-CC manager.
- B. MTA is not responsible for any left/lost items!
- C. T-CC does not provide storage. It is not available before an event.
- D. The renter is responsible for set-up, cleaning floors, cleaning tables/chairs, returning tables/chairs back to storage, and cleaning the kitchen (if applicable). Please see *'Rental Clean-up Agreement'*.
- E. Cleaning includes, but is not limited to: sweeping, vacuuming, mopping, and wiping down surfaces. All trash and recycling must be taken 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.
  - i. T-CC staff will provide a broom, mop and cleaning supplies to assist the renter leaving the facility in the same condition it was found in.
- F. Renters must have all clean-up done before leaving. **If additional time is needed for clean-up, all or a portion of the deposit may be held to cover additional time required by staff.**
- G. In signing the *'Facility Event Contract'*, the renter agrees to pay the cost of any cleaning or damage repair to the Transit-Community Center during their event.

\_\_\_\_\_ Initial

**7. 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.



**MASON TRANSIT AUTHORITY  
TRANSIT-COMMUNITY CENTER**

601 W. FRANKLIN ST, SHELTON, WA 98584

OFFICE: 360-426-9434 | FAX: 360-426-0899

T-CC Building Superintendent, STEVE WEISENBACH: 360-432-5758

[swaisenbach@masontransit.org](mailto:sweisenbach@masontransit.org)

- 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 MTA's projects or community programs must not interfere or hamper the operation and use of such property for transit purposes.
- F. The use must not compromise the safe conduct of the intended transit purpose and activity of the initial public transit project activity.
- G. The event rental 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 their project(s) or program(s).
- H. MTA will not be responsible for accident, injury, or loss of property.

\_\_\_\_\_ Initial

**By signing, I agree that I have read and understand the event rental and guideline procedures for the MTA Transit-Community Center located at 601 W. Franklin St, Shelton, WA 98584. I agree to abide by the rental and guideline procedures.**

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

T-CC Signature: \_\_\_\_\_ Date: \_\_\_\_\_