

NORTH BEACH WATER MEETING ROOM

PO Box 618 • Ocean Park WA 98640

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APPLICATION & USER AGREEMENT

EVENT

Purpose		Ongoing/Single Use	
Day		Date(s)	
Hours of use		Hours of event	

RESPONSIBLE PARTY

Organization				
Contact				
Mailing Address				
City		State		Zip
Phone		Cell		
Email				

PAYMENTS

Fees	Amount	Check #	Receipt #	Date	Initials	Return
Rental (\$15/hr.) 2 hr. minimum						
Key Deposit	\$200.00					
Non-Profit	I declare that the entity I am representing is recognized as a non-profit by the federal government, and upon request can supply the proper documentation <input type="checkbox"/> Yes <input type="checkbox"/> No					

TERMS OF AGREEMENT: Please read and acknowledge by initialing each statement

- FEES:** Keys must be checked out prior to use from North Beach Water District, Monday-Friday, 8:00 a.m.-4:00 p.m. A \$200 refundable deposit is required. This deposit ensures the facility can be rekeyed in the event the keys are lost or stolen. Your check will be returned in person or via mail once the key has been returned to the office or through the drop box at the entrance of the parking lot (Outside) or next to the payment window (Inside). If the renter wishes to use the Audio/Visual system it must be signed out separately and the renter must receive training from the district as well as written instructions. _____
- TABLES AND CHAIRS:** Renters are responsible for setup and take down of tables and chairs. Tables and chairs must be wiped clean after use. _____
- GARBAGE:** Renter agrees to remove garbage into appropriate dumpster immediately following use. _____
- FOOD & BEVERAGES:** Renter agrees that food and beverages that are served during the meeting must be kept to a minimum, as there are no kitchen, cooking or cleanup facilities. **No red liquids or red foods are allowed.** _____

5. **PERMITS & LICENSES:** Renter shall be responsible for obtaining all permits and licenses, such as gambling, liquor and health, and providing such to the North Beach Water District seven (7) days prior to the use of premises. All licenses and permits are to be posted in plain view during event. Smoking is prohibited inside the building or within a minimum distance of twenty-five (25) feet from entrances, exits, windows that open and ventilation intakes. Alcoholic beverages may be permitted with prior North Beach Water District, and a Washington State Liquor Control Board Special Occasion License will be required. _____
6. **NOISE/SUPERVISION:** During working hours, groups shall remain mindful that the other tenants of the building must perform their regular business. Noise and excess activity should be minimal. After hours use of the meeting room must be supervised by an adult eighteen (18) years or older. _____
7. **DAMAGES:** Users assume responsibility for returning the meeting room to its original condition and for any damage to District property resulting from their use of District facilities. **Use of tape, tacks, etc. on the walls or glass is not allowed.** In the event of a violation of any provision of this paragraph, the District will perform the service or make the repair and bill the organization for the cost thereof. The District may assess charges for damages, including cleaning. Reimbursement of such repairs must be made to North Beach Water District within ten (10) days. Unlawful activity will not be permitted in the meeting rooms. _____
8. **PURPOSE:** Renter agrees that the premises will be used solely for the purpose noted previously and will not allow the premises to be used in violation of law, ordinance or governmental regulations, nor use any part of the premises for any purpose determined to be hazardous by the North Beach Water District's insurance carrier. _____
9. **HOLD HARMLESS:** Renter acknowledges that North Beach Water District does not assume liability for injuries, loss or damage to personal property that occur as a result of the actions or speech of the sponsors or participants in meetings scheduled in District facilities. All organizations using the premises assume all liability for injuries and loss or damage to personal property relating to their use of the premises and agree to defend and hold North Beach Water District harmless from any such claim. _____
10. **ENDORSEMENT:** Allowing a group to use a meeting room for public use does not constitute District endorsement of the beliefs or ideas expressed by organizations or individuals using the space. _____
11. **PUBLICITY:** Events or meetings not sponsored by the District or District-related organizations shall not be publicized in a manner that suggests city sponsorship or affiliation. _____
12. **CANCELLATION:** Renter agrees if any ongoing or single use event is cancelled for any reason, renter must provide notice to North Beach Water District so that another event may be scheduled. North Beach Water District retains the right to use the meeting room for its own purposes at any time. If it becomes necessary to cancel or change a previously scheduled reservation, the District will notify the contact person at least five (5) days before the cancellation. _____
13. **VIOLATION OF AGREEMENT:** Any group that violates this agreement, or creates a disturbance of any kind during the use of the meeting room, may be barred from future use of the facility. _____

By signature, the renter and North Beach Water District have executed this Application & User Agreement for use of the premises, and renter affirms they have read and agree to the terms of agreement. The person signing this agreement affirms they have legal authority to sign on behalf of the organization.

SIGNATURES	Print Name	Signature	Date
Renter			
North Beach Water District			