

# Rental Information and Restrictions

## Important Reservation Information

- The person who signs the rental agreement must be present during the entire rental period, is responsible for the conduct of the people present, and is responsible for rental payments.
- The event time you list on your rental agreement must also include the time needed for set up, clean up, decorating and all other preparation time necessary for your event.
- Your event time cannot exceed the time listed on your rental agreement. The result will be complete forfeiture of your damage deposit and/or event termination.
- Full rental payment, rental deposit and event insurance (if applicable) is required prior to entry into the room reserved.
- Rooms come with stacked chairs and 6 ft x 2 1/2 ft rectangular tables.
- Supplies for your event are not provided (ie: Fax/copy, ladder, etc.)
- The City of Kent reserves the right to immediately terminate this agreement and the applicant agrees to immediately vacate the premises upon notice of termination for failure to adhere to the rules/regulations set forth.
- The City of Kent reserves the right to refuse rental of city premises if the applicant has previously violated the rules and regulations set forth herein.
- Bringing items in early or bringing in additional equipment must be pre-approved by Facility Coordinator.



• To ensure the Refund of your rental damage deposit you must adhere to the rules & regulation and cleaning/check out procedures list on your rental form.

• City of Kent reserves the right to require additional insurance and/or fees depending on type of activity planned.

• City of Kent has the authority to update/ add rules and regulations as necessary.

• To prevent the forfeiture of your damage deposit you are responsible to have the Kent Commons staff check the room before you leave. Any cleaning/ or repairs that require City Staff to complete will be deducted from your damage deposit.

## Rental Restrictions

- Materials not allowed during rentals include: dried rice, birdseed, confetti, dance wax, fog/smoke machines, bouncy toys, push tacks, nails, staples, scotch tape, and duct tape.
- The use of candles and/or any other type of Open Flames is strictly prohibited.
- Animals are not allowed, with exception of service animals only.
- "Live" bands are prohibited.
- Attendance over what you list on the rental form or over the capacity of the room you have rented is prohibited.
- All event activities must remain within the room you have rented. Children must have adult supervision at all times when leaving the room you have rented.
- No one is allowed to affix anything to the ceiling or walls except with masking tape.

## Rental Deposit

Rental deposits are deposited on day of receipt and refunds are processed through the City of Kent after the event. Refunds can take up to four weeks and will be reimbursed to the credit card used or a refund check will be mailed to address of the person/organization paying the damage deposit fee, unless otherwise stated on the Facility Rental Form.

## Gym/Large Event Rentals

Examples include: parties, sporting events, large meetings and tradeshows.

- Please call the Facility Supervisor for rates and availability.

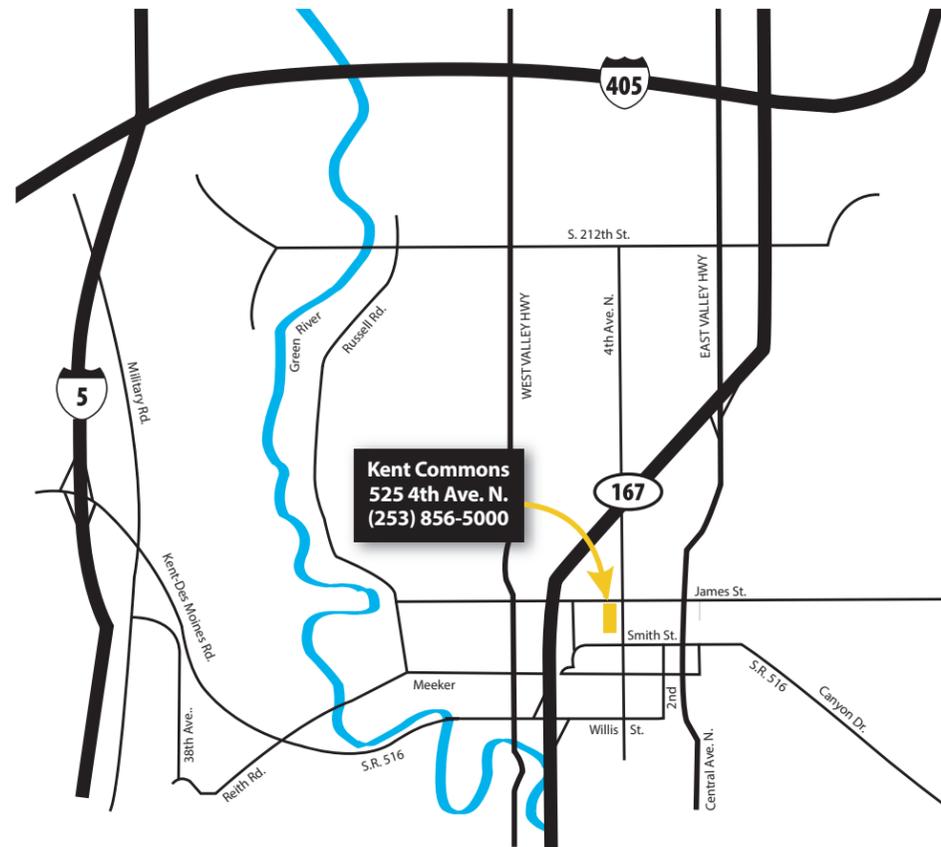
## Gym Rentals

Basketball or Volleyball practice

- Rental fee is **\$35/hr.**

Official games, Tournaments and/or Special Sporting events

- Please call the Facility Supervisor for rates and availability.



## Directions to Kent Commons, 525 4th Avenue North, Kent

**From I-405:** Take the Kent/Auburn Exit onto Highway 167 south. Go south six miles to the Willis Street exit. Go east on Willis Street to 4th Avenue. Take a left onto 4th Avenue and go approximately 4 blocks. Kent Commons will be on your left-hand side, north of the Regional Justice Center.

**From 167:** Take the Willis Street Exit. Go east on Willis Street to 4th Avenue. take a left onto 4th Avenue and go approximately 4 blocks. Kent Commons will be on your left-hand side, north of the Regional Justice Center.

**From I-5:** Take the Kent/Des Moines exit #149. Go east down the hill 1.5 miles to 4th Avenue. Take the left onto 4th Avenue and go approximately 4 blocks. Kent Commons will be on your left-hand side, north of the Regional Justice Center.

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# Kent Commons Community Center Facility Rental Guide

525 4th Avenue North, Kent

- Green River Room
- Mill Creek Room
- Stage Room
- Music Room
- Crystal Mountain Hall
- Interurban Room
- Kitchen
- East & West Gymnasium

## Facilities Off-Site

- Kent Memorial Buildings (850 North Central)
- Neely Soames House (850 South 237 Place)

**Please contact the Facility Scheduling Office at:**  
253.856.5000 | [www.KentWA.gov/KentCommons](http://www.KentWA.gov/KentCommons)



Kent Commons Community Center

## Meeting Rental Rates

Examples include: meetings, dance practice, lectures, discussion groups, etc...

Room	Dimensions	Chairs	Tables	Capacity	Rate
Green River Room	50' x 54'	120	36	100	\$40/hr
Crystal Mountain Hall & Stage Room	58' x 30'	100	32	80	\$40/hr
East or West Gym	62' x 101'	250	60	250	Call
East & West Gym	124' x 101'	600	211	600	Call
Mill Creek Room	24' x 22'	40	8	40	\$20/hr
Interurban Room	15' x 19'	20	4	20	\$10/hr
Stage Room	23' x 41'	40	8	40	\$20/hr
Crystal Mountain Hall	30' x 39'	50	24	60	\$30/hr
Music Room	-----	-----	-----	4	\$10/hr
Kitchen	-----	-----	-----	12	\$10/hr
Kent Memorial Building 850 North Central	48' x 30'	120	24	80	\$35/hr
Neely Soames House 850 South 237th Place	19' x 14'	15	3	15	\$20/hr

- Rooms are rented on a hourly base with at least a minimum of 1 hour rental time during normal business hours.
- A completed facility application , first rental date paid and /or a rental deposit may be required before any room may be booked.
- Cancellation must be made 72 hours prior to booking. If cancellation is less than 72 hours or no show occurs, the rental payment is still required.
- Ongoing rentals must be paid one month in advance or a credit card kept on file.
- Clean up is the responsibility of the renter and requires the room be left in the exact condition as upon arrival.
- **A Rental Deposit may be required when food and/or special equipment is requested.**

### Special Event Insurance

- Rentals may require renters to obtain Special Event Liability Insurance. This insurance would protect you and your guests while using city property and is to indemnify against loss resulting from bodily injury and/or property damage.
- **The insurance must name the “ City of Kent an additionally insured party”.**
- The liability insurance must be in the amount of \$1 million.

### Renter’s Responsibility

- Clean up is responsibility of the renter and requires the room be left in the exact condition as upon arrival including any common area or restrooms used by the group or individual
- Remove all garbage and place in dumpsters located outside the facility
- Pick up any garbage in common area and restrooms and dispose trash in outdoor dumpsters.
- Wipe down all tables. (If needed)
- Clean all floors surfaces. Which includes dust mop and wet mop at the conclusion of event. (If needed)
- Check out with Front Desk Staff prior to leaving. (If needed)

Kent Commons Community Center

## Reception Rental Rates

**Reception Rates - 51 people and above, after hours rental, or event with alcohol.**

Examples include: anniversaries, birthdays, fundraisers, graduation parties, family reunions, quinceaneras, memorials, baptisms, baby showers, etc...

Room	Chairs	Tables	Capacity	10 hr block Rate	10 hr Rate w/Alcohol	Deposit
Crystal Mountain Hall & Stage Room	120	32	120	\$700	\$800	\$500*
Green River Room	150	36	150	\$700	\$800	\$500*
Kent Memorial Building 850 North Central	120	24	120	\$500	\$600	\$500*
East or West Gym	200-350	60-211	200-350	Call	Call	\$500*

- The minimum rental time is a 10 hour block. The rental fee is \$700.00 for the Kent Commons and \$500.00 for the Kent Memorial Building. The \$500.00 rental deposit applies to both facilities. An hourly rental rate of \$70.00 per hour may be available if the event time is within 30 days (must talk with Facility Coordinator) .
- A completed facility application rental deposit, and rental fee are required before any room may be booked. Unless otherwise stated on application , any cancellation received less than 60 days before said event will result in the forfeiture of your rental deposit and /or hall rental.
- Rentals must be booked at **least 30 days** in advance, unless approved by Facility Coordinator

### Alcohol at the Event

**Alcoholic beverages are allowed as long as the following requirements are met:**

- You are required to obtain permission to have alcohol from the Kent Parks Department.
- Hard alcohol is prohibited if space is reserved less than 90 days before your event. Beer, wine and champagne will be the only alcoholic beverages allowed.
- A Washington State Banquet Permit is obtained and displayed in the room during the event.
- Rentals booked less than 60 days to event date must get approval by Facility Supervisor for alcohol to be at the event.

### Special Event Insurance

- All rentals are required to obtain Special Event Liability Insurance. This insurance would protect you and your guests while using city property and is to indemnify against loss resulting from bodily injury and/or property damage.
- **The insurance must name the “ City of Kent an additionally insured party”.**
- The liability insurance must be in the amount of \$1 million.

### Reception Renter’s Responsibility

- Clean up is responsibility of the renter and requires the room be left in the exact condition as upon arrival including any common area or restrooms used by the group or individual\*
- Remove all garbage and place in dumpsters located outside the facility
- Pick up any garbage in common area and restrooms and dispose trash in outdoor dumpsters
- Wipe down all tables
- Clean all floors surfaces (Which includes dust mop and wet mop at the conclusion of event)
- Check out with Front Desk Staff prior to leaving
- Kent Commons will provide clean up supplies for your group

**You must be cleaned up and out of the facility by the designated time on your rental application. There should be NO CLEAN-UP required by Kent Commons Staff, or you will be charged for additional rental and staff fees for any additional time used. (NOTE: 1-60 minutes = 1 hour) Any damage, unreturned equipment, uncleaned areas, or additional time may result in forfeiture of your damage deposit and/or denial of future rental use.**

**\*Required clean-up/take down fee for events with alcohol:** Paid services for clean-up/take down is required for events having alcohol in the Kent Commons Community Center. The fee ranges from \$125 to \$250 depending on the capacity of the event and space used. The Kent Commons Building Supervisor will schedule the service.

Kent Commons Community Center

## Small Party Rental Rates

**Small Party Rates - 50 people and below, during normal business hours, or no alcohol.**

Examples: baby showers, small birthday party, fundraisers, team banquets, etc...

Room	Capacity	4 hrs	Addnl. Hr Rate	Deposit	Kitchen
Mill Creek Room	25	\$100	\$25	\$100	Not Available
Stage Room	25	\$100	\$25	\$100	Not Available
Crystal Mt. Hall	50	\$200	\$50	\$100	Included
Green River Room	50	\$200	\$50	\$100	Not Available

- Rooms are rented with a **minimum 4 hour block** rental time during our normal business hours. (no later than 9pm)
- A completed facility application, rental deposit, and rental fee are required before any room may be booked.
- Cancellation process for Small Party Rentals is 14 days notice. Unless otherwise stated on application , any cancellation received less than 14 days before said event will result in the forfeiture of your rental deposit and /or hall rental.
- A completed facility application, rental deposit, and rental fee are required before any room may be booked.
- **NO ALCOHOL, DANCING, DJ OR LIVE BANDS ALLOWED.**
- Small party rentals cannot extend beyond **facility business hours.**
- Must adhere to the capacity limits to rooms listed in the matrix

### Small Party Renter’s Responsibility

- Clean up is responsibility of the renter and requires the room be left in the exact condition as upon arrival including any common area or restrooms used by the group or individual
- Remove all garbage and place in dumpsters located outside the facility
- Pick up any garbage in common area and restrooms and dispose trash in outdoor dumpsters.
- Wipe down all tables.
- Clean all floors surfaces. Which includes dust mop and wet mop at the conclusion of event.
- Check out with Front Desk Staff prior to leaving.
- Kent Commons will provide clean up supplies for your group.

**You must be cleaned up and out of the facility by the designated time on your rental application. There should be NO CLEAN-UP required by Kent Commons Staff, or you will be charged for additional rental and staff fees for any additional time used. (NOTE: 1-60 minutes = 1 hour)**

**Any damage, unreturned equipment, uncleaned areas, or additional time may result in forfeiture of your damage deposit and/or denial of future rental use.**