

Welcome to the City of Kent Parks,  
Recreation & Community Services!

# Neely Soames House

## Features:

Dimensions: 19' x 14' (266 square footage)

Chairs: 15

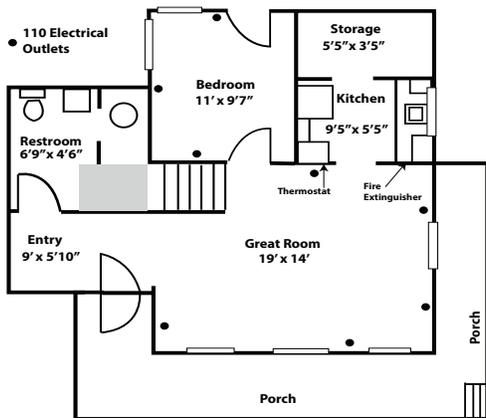
Tables: 3

Room Capacity: 15

Small Party Capacity: Not Available

Reception Capacity: Not Available

- Dry Erase Board: No
- Pull Down Projector Screen: No
- Mirrors: No
- Flooring: Hardwood
- Wi-Fi: No



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**For Rental Information, Availability & Rates,  
Please Contact:  
Kent Commons at (253) 856-5000  
or [KentWA.gov/KentCommons](http://KentWA.gov/KentCommons)**



**City of Kent Parks, Recreation  
and Community Services**

525 Fourth Avenue North ♦ Kent, Washington 98032-4497

**PHONE:** (253) 856-5000 **FAX:** (253) 856-6000

**WEBSITE:** www.ci.kent.wa.us

**NEELY/SOAMES HOUSE RENTAL RULES AND  
REGULATIONS**

1. A completed facility rental agreement and rental payment are required at the time of reservation. Unless otherwise stated on this rental agreement, any cancellation received less than 60 days before said event will result in the forfeiture of the rental fee and/or damage deposit.
2. A damage deposit of \$100-\$500 is required at the time of reservation for groups having food or beverages.
3. Damage deposit checks are deposited on the day of receipt. Issuance of refund checks takes approximately four weeks and will be sent to the address of the "person in charge" listed on the rental form unless otherwise stated.
4. 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 and regulations set forth. The City of Kent reserves the right to refuse rental of City facilities if the applicant has previously violated the rules and regulations set forth herein.
5. Any organization or individual damaging or destroying City properties will be held responsible for costs of repair or replacement.
6. The City of Kent recommends and in some cases requires renters to obtain Special 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. An application for insurance can be completed and paid at the time of reservation. The premium is payable by check only. Washington Cities Insurance Authority will send a certificate of insurance to the applicant. The premium paid is refundable only if the event is cancelled before the event date.
7. You are required to leave the facility in the same condition as when you arrived. This includes the restrooms, kitchen, table/chair storage area and outside grounds. All cleaning must be completed within your rental period. All trash/garbage must be taken with you when you leave (there is no garbage dumpster on site). You are required to sweep/dust mop the floors at the conclusion of your event. Brooms, dust mops and necessary cleaning supplies are provided and located in the table/chair storage area adjacent to the kitchen.
8. The Neely/Soames House is not staffed and therefore locked at all times. You are responsible to make arrangements to check out the key (at the Kent Commons) prior to your rental date and time. You may check out the key 30 minutes before your official rental time listed on your rental agreement. Your key to the Neely/Soames House must be returned to the Kent Commons at the conclusion of your event. In the event the Kent Commons is closed, you must place the key in the "key drop box" outside the main doors of the Kent Commons. Failure to return the key at the conclusion of your event will preclude you from further use and may result in forfeiture of the damage deposit.
9. The Neely/Soames House is a City of Kent facility and designated as NO SMOKING. There is no smoking allowed inside the house, on the front porch, back deck area and gardens. Smoking is allowed in the parking lot only.
10. In compliance with City Fire Code and the City of Kent Fire Marshall, the use of candles and/or any other type of open flames is strictly prohibited.
11. You are not allowed to affix anything to the ceilings, walls or floors. All forms of confetti - rice, confetti dots, and birdseed - are strictly prohibited.
12. Possession or consumption of alcoholic beverages on the grounds is prohibited.
13. The parking lot consists of 6 parking spaces plus 1 handicapped parking space.
14. There are 15 chairs and 3 tables available for use. The tables and chairs cannot be taken out of the house and must be cleaned and correctly placed in their respective storage areas at the conclusion of your event.
15. Supplies for your event are not provided.
16. There is no storage available. A fee will be assessed for any items stored on the property before or after your event. The City of Kent is not responsible for lost or stolen property.
17. The kitchen consists of a cooking range, refrigerator, microwave, sink and small countertop area.
18. The second floor is off limits. There is strictly no access allowed on the steps to the upstairs.
19. The Neely/Soames House has limited capacity. The combined total capacity for the house and grounds is 15 people.
20. Upon checkout of the Neely/Soames House, the shades to the house must be in the "up" position, all windows locked, the thermostat adjusted to 60° Fahrenheit, and ensure the entry door is locked.