

Pioneer Center Room Use Agreement

APPLICATION DATE: _____ APPLICANT'S NAME: _____

ADDRESS: _____

PHONE: (Home) _____ (Work) _____ (Cell) _____

ORGANIZATION: _____

NATURE OF ACTIVITY: _____

DATE(S): _____ DAY: *Su M Tu W Th F Sa* HOURS: _____ ☐am ☐pm TO _____ ☐am ☐pm
(The building may not be used before 7:00am or after 9:30pm)

ESTIMATED ATTENDANCE: _____

Usage must include any set-up and/or clean-up time needed

RM/MISC	#HRS	RATE	TOTAL
<input type="checkbox"/> BARLEY RM (60 MAX)	_____	@ \$25/HR Staff assigned for group	_____
<input type="checkbox"/> WHEAT RM (60 MAX)	_____	@ \$25/HR Staff assigned for group	_____
<input type="checkbox"/> WHITMAN GYM (140 MAX)	_____	@ \$30/HR Staff assigned for group	_____
<input type="checkbox"/> PALOUSE RM (122 MAX)	_____	@ \$30/HR Staff assigned for group	_____
<input type="checkbox"/> KITCHEN	_____	@ \$25/HR	_____
<input type="checkbox"/> TV/VCR/DVD	_____ days	X _____ # of items @ \$5 EA/DAY	_____
<input type="checkbox"/> Gym Kit (Recess)	_____	\$10.00	_____
<input type="checkbox"/> Gym Kit (Soft & Toss)	_____	\$10.00	_____
<input type="checkbox"/> STAFF SET-UP/CLEANUP	_____ ½ hr	@ \$15 per ½ hr	_____
<input type="checkbox"/> DAMAGE DEPOSIT (Required for all kitchen use and large functions)	_____	@ \$75.00	_____
TOTAL DUE:			_____

Tables/Chairs are available at no additional fee

OF CHAIRS _____
(130 Chairs Max)

OF TABLES _____
(12 Tables Max)

BUILDING SUPERVISOR WILL BE: _____ FROM: _____ TO: _____

Set Up Diagram: _____ ROOM

Comments: _____

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PRIORITY I GROUPS:	CITY, SENIOR AND YOUTH PROGRAMS SPONSORED BY THE CITY OF PULLMAN AND PULLMAN SCHOOL DISTRICT - NO FEE USE
PRIORITY II GROUPS:	ALL OTHER GROUPS - FEE REQUIRED

- Request for use must be submitted to the Pioneer Center located at 240 SE Dexter Street.
- Rooms cannot be reserved without a completed application and payment received at the time of booking. Advanced reservations may be limited by staff, in consideration of Priority I potential use.
- The Pullman Parks & Recreation office must be notified three business days (excluding holidays) Monday-Friday, 8:00am-5:00pm prior to reservation. You must talk to a Parks & Recreation employee; phone messages will not be accepted.
 - Transfer to another date.
 - Receive a refund minus a \$10 administration fee per refund voucher.
 - Transfer fee to your customer account to be used at a later date.
 - Donate the registration fee to the Care-to-Share scholarship program.
 - Refunds for \$10.00 or less may only be applied to customer account or donated to the Care-to-Share scholarship program.
 - With less than three business days notice, but prior to the reservation start date, permit holders may receive a 50% refund minus a \$10 administrative fee; credit or transfer full value to another reservation date less any costs already incurred by the department (at no fee). If at a later date a refund is requested from account, monies refunded will be at the 50% rate plus the \$10 processing fee. No monetary refunds will be granted the day the program/reservation starts or after permit holders may transfer (prorated value) to another session/date or to customer account as long as class minimums are maintained.
- Rooms must be booked for a minimum of one hour, and booked in half hour increments thereafter.
- Request for a series of dates for daily, weekly, or monthly use must receive special approval in consideration of other potential use by Priority I Groups.
- Requests for building use, which is normally assigned to senior agencies or public access, must receive special approval.
- Commercial organizations from outside the City of Pullman will not be allowed use of the building if their intended use is considered to be in competition with local enterprise.
- Clean-up of City Property: The Applicant is responsible for clean-up of all City of Pullman premises utilized under the terms of this Permit. Clean-up includes wiping surfaces, cleaning spills and bagging and removing garbage resulting from the Applicant's use of city properties as needed and complying with any other directions given by the staff of Parks and Recreation.
- Smoking and alcoholic beverages are not allowed in the building at any time. _____(initial)
- Insurance: If required by the Parks and Recreation, Applicant agrees to supply the City Finance Director with proof of Commercial General Liability Insurance in the amount of \$_____ combined single limits per occurrence, prior to obtaining a Special Event Permit. A copy of the endorsement naming the City as an additional insured must be attached to the Certificate of Insurance.
- Applicant agrees to reimburse Parks and Recreation for any damage that result in repair to City property resulting from the Applicant's use under the terms of the Permit. Groups are responsible for any damage or breakage of equipment at replacement cost.
- Emergency Access: Applicant agrees to maintain access across city property for emergency personnel throughout period of use of premises under the permit.
- Hold Harmless: To the maximum extent permitted by law, Applicant agrees to defend, indemnify and save harmless the City, its appointed and elected officers, employees, agents and representatives, from and against all loss or expense, including but not limited to judgments, settlements, attorney fees, and costs for bodily injury, death or property damage, by reason of the acts of any and all agents and representatives, arising out of any act or omission under or in connection with the use of this Pioneer Center Lease agreement, except only such injury as shall have been occasioned by the sole negligence of the City, its appointed and elected officers, employees, agents or representatives. To the extent any of the damages referenced herein were caused by or resulted from the concurrent negligence of the City, its elected and appointed officers, employees, agents or representatives and the Applicant, its officers, or employees, agents or representatives, this obligation to indemnify, defend and hold harmless is valid and enforceable only to the extent of the negligence of the Applicant, its officers, employees, agents or representatives.
- Non-Discrimination Requirement: The Applicant agrees that, during the use of this Parks and Recreation facility, _____ (Name of Organization/Applicant) will not exclude anyone in participation in, deny anyone benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or handicap.
- Certification: The Applicant certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Applicant has received and will observe the City's policies and procedures. The Applicant agrees to exercise the utmost care in the use of the facility.
- I UNDERSTAND I AM RESPONSIBLE FOR MY OWN SET UP (unless paid for staff assistance) and CLEAN UP. _____(initial)
- I agree to pay additional fees for use beyond original time agreed upon. _____(initial)

Applicant_____date _____

City of Pullman_____date _____

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Please use the following checklist when cleaning the room(s) where food and drinks were consumed. The building supervisor will check off the following items as they are completed. (you can find the building supervisor in the main office. Thank you.

COUNTERS WASHED OFF	_____	_____
TABLES WIPED OFF	_____	_____
CHAIRS STACKED	_____	_____
TABLES RETURNED	_____	_____
FLOOR SWEEP/MOPPED	_____	_____
GARBAGE OUT TO DUMPSTERS	_____	_____
ALL PERSONAL ITEMS REMOVED	_____	_____
ALL LIGHTS TURNED OFF	_____	_____