

# TOWN OF WOODWAY

## RESOLUTION 2023-447

### A RESOLUTION OF THE TOWN OF WOODWAY ADOPTING A FACILITY USE POLICY

WHEREAS, the Town of Woodway wishes to allow the public to rent the Town Hall facility outside of business hours; and

WHEREAS, the Town needs to protect its assets by regulating how Town Hall is used, requiring event insurance in certain circumstances, and ensuring that rental applicants obtain required event licenses from the Washington State Liquor and Cannabis Board.

WHEREAS, the Town wants to ensure regulations are applied fairly and equitably when renting the Town Hall facility;

NOW, THEREFORE, the Town Council of the Town of Woodway does hereby resolve as follows:

Section 1. The attached Town of Woodway Facility Use Policy, dated January 18, 2023, is adopted in its entirety.

Section 2. The Town of Woodway Facility Use Policy will be effective immediately upon adoption.

PASSED this 17<sup>th</sup> day of January 2023 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY



~~Michael S. Quinn, Mayor~~

ELIZABETH MITCHELL, MAYOR PRO TEM

ATTEST:



Heidi K. S. Napolitano, Clerk-Treasurer



## FACILITY USE POLICY

### Purpose

The Town Hall may be available for public use when not needed for Town business/operations. This policy governs use of Town Hall when rented/reserved by outside people or organizations.

### Applicant

The rental applicant must be an adult as recognized by the State of Washington (18 years or older), and willing to be financially responsible for the rental of the facility. The applicant must be present on site throughout the entire event/activity.

### Availability

Town Hall is available for evening and weekend rental. The Town of Woodway reserves the right to restrict reservations based on facility availability, staff availability, anticipated Town business activity, previous rental experience, and nature of the proposed rental. Applicants with unpaid assessments, fees, or other charges shall be prohibited from renting the facility. No person shall be denied the full enjoyment of the facilities because of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability (RCW 49.60.010).

Reservations may be made no less than one week and no more than three months in advance of the date of use. All requests will be on a first-come, first-served basis. The rental for an event is for the entire public portion of the building, including the conference room, council chambers, and kitchen. Multiple events will not be booked for the same day.

### Fees & Deposits

All fees and deposits, as listed in the Town of Woodway Fee Schedule, are due at the time of application. Checks shall be payable to the Town of Woodway. The Mayor may waive any and all fees for a not for profit business or organization that provides a service to the Town or its residents or for a governmental agency or public official acting in their governmental capacity. Submit a written fee waiver request with your application to be considered for the waiver.

## Damage/Cleaning Deposit

Applicant is financially responsible for the full cost of any cleaning of, damage to, or loss of property, including the cost of collection. An administrative fee of up to 15% will be added to actual expenses. Payment for cleaning/damage repair shall be deducted from the damage/cleaning deposit. If the cost of the cleaning/damage repair is more than the deposit, the applicant will be assessed the additional amount. The returnable portion of your deposit will be refunded by check approximately three weeks following the rental date.

## Alcohol (Liquor)

When alcohol/liquor is to be served and/or consumed, a banquet permit and a certificate of insurance are required. The banquet permit is issued by the Washington State Liquor Control Board and may only be obtained on-line at <http://lcb.wa.gov/licensing/banquet-permits>. The banquet permit and certificate of insurance must be received by the Town of Woodway at least 15 days prior to your event.

## Food

Catered meals and any food that requires the use of the stove or microwave require a certificate of insurance. Light refreshments (beverages and snacks that may be served between meals, for example: premade coffee, tea, juice, donuts, sweet rolls, and pieces of fruit or cheese), do not require a certificate of insurance.

## Certificate of Insurance

When a certificate of insurance is required, the certificate must be in the applicant's name, provide insurance coverage of at least \$1,000,000 for bodily injury/property damage and name the Town of Woodway as an additional insured. A certificate of insurance can be obtained from your insurance agent or through a provider such as GatherGuard: <https://app.gatherguard.com/?v=0465-534>. If you purchase insurance through the GatherGuard link, you will need to enter Woodway's Venue ID codes, which are 0465 (first box) & 534 (second box). The certificate of insurance must be received by the Town of Woodway at least 15 days prior to your event.

## Access to Town Hall

Upon approval of a rental application, at a mutually agreed-upon time, the applicant will present valid identification, pick up the key, and do a facility walk through with Town staff. All keys must be returned to the Clerk's Office at Town Hall the next business day after the rental. **If a renter loses the Town Hall key, they will be responsible for the cost of re-keying the facility.**

## Cancellation

Requests for cancellation must be received in writing. When notice is received two months or more prior to the scheduled rental date, a full rental fee, less administrative fee of \$25 will be refunded. When notice is received 31 to 60 days prior to the scheduled rental date, one half

of the rental fee will be refunded. **No refunds will be made when notice of cancellation is received 30 days or less prior to the rental date. Cancellation due to lack of certificate of insurance or banquet permit will not be eligible for a refund, as it is within 30 days of the rental.**

#### Parking Plan

Rentals for groups over 20 participants will require a parking plan approved by the Town.

#### Set-up/Clean-up

Applicant is responsible for set-up, clean-up, and cleaning materials. Clean-up includes garbage removal, sweeping, mopping, vacuuming, wiping down tables, kitchen counters, appliances, and restaging of the tables and chairs, etc. Set-up and clean-up must take place on the rental day. All tables and chairs must remain inside the building. If the Town finds, in its sole discretion, that applicant failed to adequately clean-up the facility after use, the damage/cleaning deposit policy will apply.

#### Smoking

Smoking is prohibited in the building and within 25 feet of doorways and operable windows.

#### Decorations

Free-standing decorations are allowed. No items may be affixed to any surface (walls, ceiling, windows, etc.). No candles with open flames are allowed. Rice, birdseed, confetti, glitter, and similar materials are not permitted.

#### Noise

The Town of Woodway's noise ordinance is in effect 24 hours a day. If your event includes music or amplified sound, it must not be audible 50 feet or more away from its source or plainly audible within another building or structure. See WMC 6.08.031 for details.

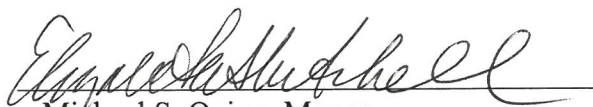
#### Lost Items

The Town of Woodway is not responsible for personal items lost or stolen from facilities.

#### Administration

The Town Administrator shall administer this policy.

#### APPROVED BY THE TOWN COUNCIL

  
Michael S. Quinn, Mayor  
ELIZABETH MITCHELL, MAYOR PRO TEM