



RENTAL POLICY

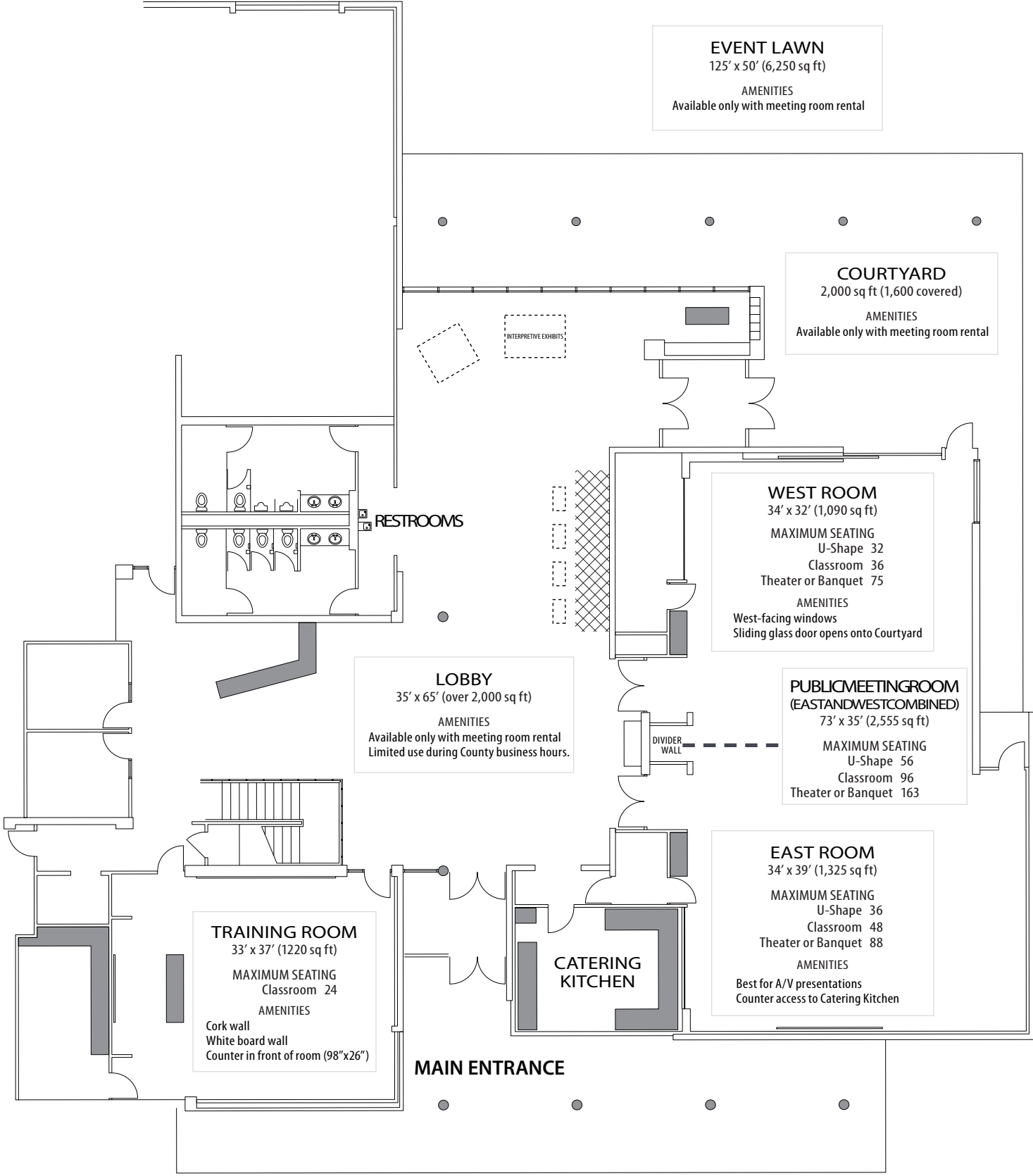
ENVIRONMENTAL SERVICES BUILDING AND GROUNDS

Updated August 2011





ENVIRONMENTAL SERVICES BUILDING FACILITY RENTAL SPACE



AMENITIES

COFFEE SERVICE

\$15.00 per pot (serves 20)

Includes cups, coffee (regular and decaffeinated), coffee stirrers, individual creamers, raw sugar, Splenda, Equal, Sweet-n-Low, hot water and tea bags (black and herbal).

AUDIO/VISUAL

Audiovisual equipment is available in each meeting room for a fee.

Includes video projector and screen, wired and wireless microphones, DVD/VCR player, and cable TV programming.

Assistive listening devices are available for the hearing impaired.

Projectors are ceiling-mounted in the East and Training Rooms. The West Room projector is on a cart.

Projection screens are located in all meeting rooms.



CABLES PROVIDED:

Audio (stereo mini-connector for headphone jack)

PC users: VGA Cable

Mac users: Mini DisplayPort to VGA adapter

WIRELESS INTERNET ACCESS

Free wireless, high-speed internet access is available. The Event Coordinator may provide you with a network password.

CATERING KITCHEN

When you reserve the kitchen you get access to the equipment and dishes. You are responsible for washing and drying dishes and returning them to their cabinets.



KITCHEN EQUIPMENT INCLUDES:

- Reach-in refrigerator/freezer
- Stove
- Commercial warming oven
- Buffet warmers
- Microwave
- Commercial coffee brewing equipment
- Commercial dishwasher
- Portable bar

DISH SERVICE FOR 170 INCLUDES:

- Dinner plates
- Salad/dessert plates
- Silverware (stainless steel)
- Coffee mugs
- Plastic beverage cups
- Plastic water pitchers



NOT INCLUDED IN KITCHEN USE:

- Linens
- Serving utensils
- Sharp knives
- Cookware
- Pots and pans
- Ice

AMENITIES (CONT):**TABLES/CHAIRS**

The use of 8-foot rectangular tables and chairs are included in all reservations. Round tables and bistro tables are available for an additional fee.

INDOOR USE

Our staff will set up the tables and chairs inside with your preferred arrangement.

OUTDOOR USE

You may use our tables and chairs outside, however, you are responsible for setting them up and putting them back in their original location after the event.

TABLES AND CHAIRS	QTY
8 foot rectangle (96" x 30")	23
Chairs (140 armless + 50 w/arms)	190
*Round tables (60")	24
*Bistro tables (30" diam/40" high)	6
* Available for a fee: \$5 each or all 30 for \$125	

**PARKING**

There are 250 parking spots in the visitor and employee lots. Event parking is limited to the visitor lot during regular Pierce County business hours (Monday–Friday, 7:30 am–4:30 pm).

NOT PROVIDED

- Fax or copy machines
- Catering, except for coffee service
- Office supplies including pens, markers, tape, paper, easels, easel pads.

Please plan ahead for your event. Last minute requests are handled at the discretion of the Event Coordinator and may be denied for any reason.





PLAYFIELDS

The Environmental Services area has two multi-purpose playfields available for hourly rental. The playfields are available from dawn to dusk only. Alcohol is not permitted on the playfields.

No one may have regularly scheduled activities at the Chambers Creek Properties, including the playfields and meadows, without making reservations, paying rental fees, and providing the required insurance information. This includes non-league sporting events and private coaching sessions.

The rental rate per field is \$15.00 per hour. Contact the Event Coordinator for information about availability.

SPORTING EVENTS (PRACTICES, GAMES, AND TOURNAMENTS)

To reserve the fields for sports and activities you must provide a certificate of liability insurance with "Pierce County" listed as an additional insured. General liability limits must be at least \$1 million per occurrence (\$2 million aggregate).

Soccer goals with nets are provided for reserved field time only. No other equipment is available. You are responsible for any lining or striping of the fields for your team's use.

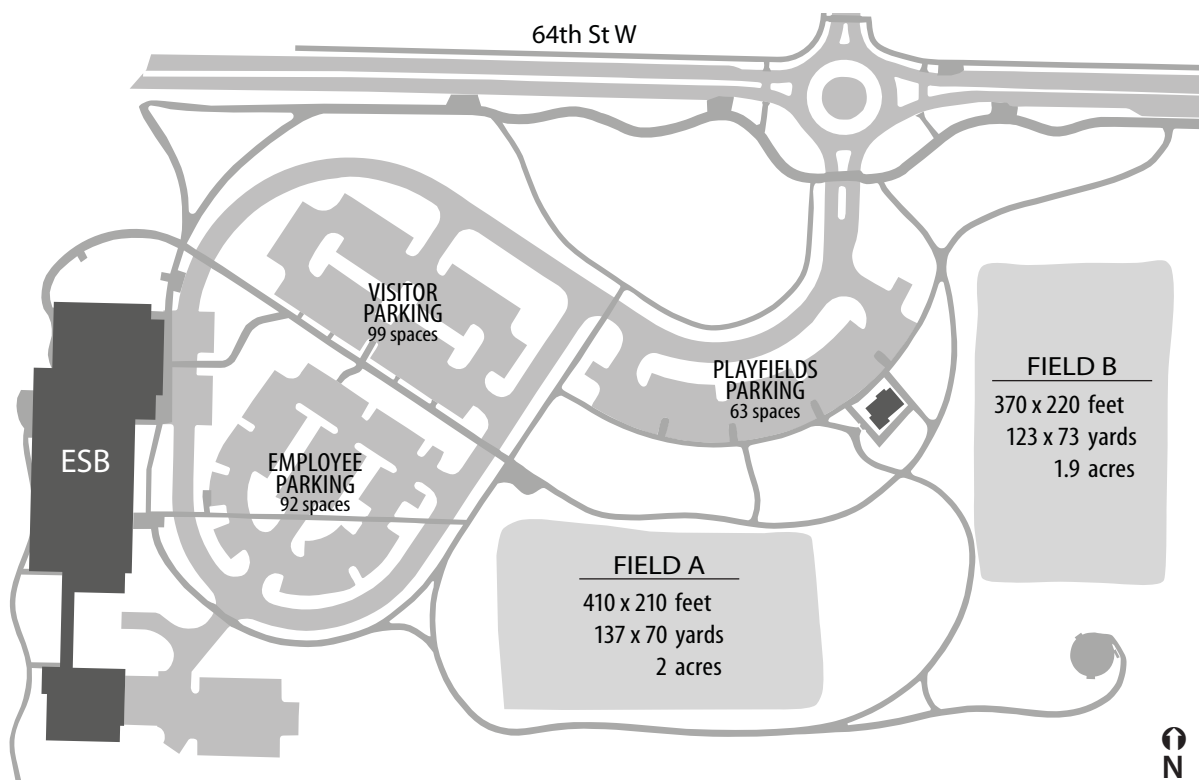
CASUAL USE

Casual use may take place on a first-come first-served basis. There are no guarantees of availability and groups with reservations have priority on the fields.

SPECIAL EVENTS

The fields may be used to stage special events such as walks and festivals. Please contact the Event Coordinator for more information.

ENVIRONMENTAL SERVICES AREA LAYOUT



ENVIRONMENTAL SERVICES BUILDING

The Environmental Services Building (ESB) is a Pierce County-owned office building constructed and maintained by the Sewer Utility. The Sewer Utility and other divisions in the Public Works and Utilities Department (PWU) use the building to carry out their broad missions of providing services to the citizens of Pierce County. This policy assures the ESB is reserved primarily for the use of department employees and to provide guidance on use of the public meeting spaces and grounds by other County departments and the general public.

ADMINISTRATIVE RESPONSIBILITIES

The Department's Public Development Division coordinates ESB rentals and is authorized to:

- Establish policies, guidelines, and procedures for use of ESB facilities
- Create and update the ESB Rental Form
- Establish fees to be charged for use of facilities
- Maintain a calendar of scheduled events

CONTACT INFORMATION

Address 9850 64th St W
University Place, WA 98467

Email pceventrental@co.pierce.wa.us

Phone (253) 798-4141

Website www.piercecountywa.org/eventrental

The Event Coordinator implements policies related to the use of ESB facilities. The Event Coordinator's office is located at the ESB.

AUTHORIZED USERS

PUBLIC WORKS AND UTILITIES DEPARTMENT (PWU)

PWU staff may reserve the ESB to hold work-related events; including hosting events for outside agencies (the employee must attend the entire event).

To reserve meeting rooms, fill out the PWU Rental Form and return it to the Event Coordinator. The rental form is available on the PWU Department intranet page. The event must receive approval from the senior manager of the division or section hosting the event before being approved by the Event Coordinator.

OTHER USERS

Pierce County departments (except PWU), organizations, and the general public may reserve the ESB to hold events. Such events must submit a completed ESB Rental Form and receive approval from the Event Coordinator. The ESB Rental Form is available online at www.piercecountywa.org/eventrental. The completed form should be submitted at least 3 weeks in advance of the requested use date.

Reservations will be accepted up to one year in advance.

APPROVAL OF REQUESTS

To make a reservation, contact the Event Coordinator to determine availability. Once availability is confirmed, fill out and return the ESB Rental Form to the Event Coordinator. The Event Coordinator will enter your information into the reservation system and email you confirmation including amount due and any other special instructions. Your reservation is not approved until Pierce County receives your deposit and you receive a confirmation email from the Event Coordinator.

Requests will be reviewed on a first-come, first-served basis. Requests may be refused for any reason. The Public Works and Utilities Department, Pierce County Executive, and Pierce County Council have priority for reservations.

AVAILABILITY

Setup and cleanup must be included in the total rental time. Access to the ESB is limited to the start and end times listed on the ESB Rental Form.

You will be charged for the entire rental period, even if the event ends early. Rentals that extend beyond scheduled hours will be charged double the hourly rate.

Weekend rentals (Saturday and Sunday) have a 6 hour minimum. The minimum time period is continuous and cannot be split into separate blocks of time.

HOURS OF AVAILABILITY

Monday–Thursday 7:30 a.m.–10:00 p.m.

Friday 7:30 a.m.–12:00 a.m.

Saturday 9:00 a.m.–12:00 a.m.

Sunday 9:00 a.m.–10:00 p.m.

THE ESB IS NOT AVAILABLE ON THESE DAYS AND HOLIDAYS:

Martin Luther King Jr. Day	Independence Day	Christmas Eve
President's Day	Labor Day	Christmas
Easter	Veteran's Day	New Year's Eve
Memorial Day	Thanksgiving (THU & FRI)	New Year's Day



Patrick Hagerty Photography

RATES, DEPOSITS, AND PAYMENTS

RATES

Rental fees are collected to cover maintenance and operations costs. Users pay fees reflective of market rates for comparable facilities or equipment.

Current rates can be found online at www.piercecountywa.org/eventrental.

DEPOSITS

Your reservation is not confirmed until we receive your deposit. Part or all of the deposit may be forfeited in the event of damage to the facilities.

Deposits can be paid with a Visa or Mastercard, check, or cash. Your deposit is NOT applied to the total payment. Deposits are refunded in full after the reservation date. If paying with cash or check, please allow up to 2 weeks for refund processing through Pierce County's Budget and Finance Department.

PAYMENTS

Full payment is due 2 weeks before the reservation date. Payments can be made with a Visa or Mastercard, check, or cash.

PIERCE COUNTY DEPARTMENTS

Pierce County departments pay reduced rates during normal business hours. PWU, Executive, and Council offices pay direct costs only. If the authorized user is another Pierce County department, all charges incurred, including damage to the facility, are paid by a TC 72 document initiated by the Event Coordinator. A \$25.00 administrative fee is added to the total.

STATE AND LOCAL GOVERNMENT USERS

Washington State agencies and local municipalities do not receive discounted rates but damage deposits are waived with the understanding and agreement that any charges incurred due to damage of the facility will be billed to the renter.

NON-PROFIT ORGANIZATIONS

Non-profit organizations are allowed discounted rates Monday through Thursday evenings only. The organization must be registered with the Secretary of State as a non-profit corporation or charity. Non-profit organizations are offered lower rates at limited times during the week because of the overall value such organizations provide to citizens in our community.

CHANGES AND CANCELLATIONS

Changes to approved reservations must be submitted by email to the Event Coordinator. Last minute changes (3 calendar days before the event) may not be accommodated. Additional fees will be assessed if necessary to support the change.

Cancellations must be submitted by email to the Event Coordinator. If you cancel at least 2 weeks before the scheduled event you receive the full amount of the deposit minus a \$25.00 administrative fee. If you cancel less than 2 weeks before the scheduled event you are charged 10% of the room rental fee plus any costs incurred by Pierce County in preparing for the event, including a \$25.00 administrative fee.

RESTRICTIONS

Specific restrictions on use are:

- No smoking inside the facility or within 50 feet of any entrance to the facility
- No firearms may be displayed or discharged within the facilities or grounds of the ESB
- Fireworks and sparklers are prohibited at the Chambers Creek Properties
- No dancing in the lobby area of the ESB

NOISE

Sound equipment may be set up in the covered area of the Courtyard but activities should end by 10:00 p.m. You are responsible for ensuring activities do not disturb local residents. You must receive approval from the Event Coordinator for any other electronic amplification on the grounds of the ESB.

DECORATIONS

Nothing may be tacked or otherwise damage the walls and finished surfaces at the ESB. Free-standing displays and decoration are strongly encouraged. Only low-tack tape, such as blue painter's tape, may be used on surfaces. Duct tape is strictly prohibited.

Tea lights or votive candles are allowed at the ESB but must be approved in advance by the Event Coordinator. No tall taper candles. No sparklers.

Rice, birdseed, confetti, or glitter may not be scattered or thrown anywhere at the ESB. Flower petals may be thrown but must be approved in advance by the Event Coordinator.

TENTS

You must receive approval from the Event Coordinator to erect canopies or tents on ESB grounds. Tents with an area greater than 200 square feet must receive approval from the University Place Fire Department.

OVERNIGHT STAYS

Overnight stays (in vehicles, tents, etc.) are not permitted at the Chambers Creek Properties. Violators are subject to arrest and criminal prosecution under applicable state, county, and city laws.

FOOD

Food prepared in a licensed kitchen does NOT require the use of an approved caterer (ex. box lunches, continental breakfast, food drop-offs, and packaged snacks)

You must choose from the list of approved caterers if the event will require the heating or serving of hot foods (buffet or table service). The caterer must remain on site to supervise the serving of food during the event.

A current list of approved caterers is on the ESB rental website: www.piercecountywa.org/eventrental.

Approved caterers provide proof of the information below. The list is updated annually in February:

- Valid Tacoma-Pierce County Health Department off-site catering permit
- A current business license
- Proof of liability insurance (including liquor liability if they serve alcohol)

Potlucks or food prepared at home are not permitted (except for PWU Department events).

ALCOHOL

If you plan to serve alcoholic beverages at your event, you must comply with the provisions of our alcohol policy. This applies to any alcohol, including champagne toasts:

- Proof of liquor liability insurance coverage is required (\$1 million aggregate)
- A bartender must serve all alcohol (no self-service)
- A Washington State Banquet Permit must be purchased and displayed near the serving area. These permits are available at any Washington State Liquor Store

The purchase of special event "Host Liquor Liability" insurance may be allowed in certain circumstances. Its use must be approved in advance by the Event Coordinator and Pierce County's Risk Management Department.

Kegs are permitted with the following additional restrictions:

- The keg must be located in the outdoor courtyard (year-round, no exceptions)
- The keg must be contained in something (keg cooler, bucket, etc.)

Champagne fountains are not permitted inside the building.

Alcohol is permitted inside the rental facilities and, when reserved, on the outside courtyard, but not on the grounds in front of the ESB, in the parking lot, or anywhere else at the Chambers Creek Properties.

Underage drinking is strictly prohibited. If suspected, the University Place Police Department will be called. Underage drinking will result in the immediate end to the event. No refunds are available if this occurs during the rental. Forfeiture of your damage deposit will result, and you may be billed for any additional cleaning expenses.

CLEANUP

Failure to follow the guidelines below could result in the loss of part or all of your deposit.

DECORATIONS, SIGNS, AND POSTINGS.

Everything you bring with you must be removed at the end of your event. Pierce County is not responsible for any items or equipment left at the ESB.

GARBAGE, CARDBOARD, AND RECYCLING

Collect and haul to the dumpster and recycle bins (on-site staff will escort you).

TABLES AND CHAIRS

Wipe down tables and chairs.

Anything moved outside for your event must be returned to its original location in the building.

Tables and chairs do not need to be rearranged or put away.

FLOORS

Sweep lobby and courtyard if necessary. You do not need to vacuum.

KITCHEN

DISHES

Wash and dry dishes and return them to their proper cabinets.

OVENS AND COOLER

Turn off ovens.
Wipe up spills inside equipment.

COUNTERS AND SINKS

Wipe counters, sinks, and appliances with disinfectant spray.

DISHWASHER

Clean removable screen in the bottom of the machine.

FLOOR

Sweep kitchen floor.
Mopping is not necessary.

TERMS AND CONDITIONS OF USE

Freedom of expression is indispensable; however, ESB facilities may not be used in ways that obstruct or disrupt County operations, the freedom of movement, or any other lawful activities.

Pierce County will not make its facilities or services available to organizations that do not comply with the terms of the Americans with Disabilities Act (ADA) or the Rehabilitation Act of 1973 (RA). Uses must not impose restrictions nor alter facilities in a manner that would violate the ADA or RA.

Pierce County will not make its facilities or services available to organizations that discriminate against any person because of race, color, religion, national origin, sex, age, handicap, or status as a Vietnam era or disabled veteran, except where such organizations have been exempted from provisions of applicable state or federal law or regulations.

Pierce County complies with Washington's "Fair Play and Community Sports Act" (Chapter 467, 2009 Laws) that prohibits discrimination against any person in a community athletics program on the basis of sex.

SAFETY AND LIABILITY

Rental approval is granted with the express understanding and condition that you or your organization assume full responsibility for any loss, damage, or claims arising out of such use. You are responsible for complying with:

- All applicable Pierce County policies, procedures, and regulations
- The approved terms permitting use of ESB facilities and any conditions that may be imposed by the Event Coordinator
- Local, state and federal laws, ordinances, rules and regulations, including but not limited to fire, health, safety, noise, and alcohol use
- Maximum occupancy limits on rooms

Pierce County is not responsible for any damage or loss occurring to your property during the rental of ESB facilities. This includes any damage that occurs when your equipment is used with ESB audiovisual equipment, unprotected internet access or power sources.

Pierce County is not responsible for the content of any presentations or events held at the ESB by a non-County organization.

You may be required to submit proof of liability insurance when the event involves physical activity, or proposed use will otherwise increase the risk of bodily injury above normal levels. Coverage must show limits of at least \$1 million per occurrence (\$2 million aggregate).

A Pierce County staff person will be on site during events to ensure that users comply with all policies.

VIOLATIONS

If you violate ESB rental policies and procedures you will be advised of the violation and asked to leave the Chambers Creek Properties. Failure to comply with the request could subject you to arrest and criminal prosecution under provisions of applicable state, county and city laws or ordinances. Violators may be refused future use of rental facilities.