



Lakewood Community Center

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www.piercecountywa.org/parks

SPRINKER ROOM RENTAL RULES & REGULATIONS

Thank you for choosing Sprinkler Recreation Center for your meeting/event. It is our pleasure to host your meeting/event and want to be sure that we have everything in place to meet your expectations. To avoid any surprises at the end of your reservation, please read through the following very carefully to ensure that you understand our policies. We are here to answer and respond to all of your questions so don't hesitate to check with us as they arise.

RESERVATIONS:

- We have two (2) rooms specifically designed for meetings, receptions, special events, parties, etc.
 - The Rainier Room – up to 200 seated with tables
 - The Alder Room – up to 100 seated with tables
- When reserving a room, be sure to request the appropriate size room for your function. The maximum number of people allowed per room has been set by the Fire Marshall and must be strictly adhered to. Room capacity may also be restricted by number of tables and chairs requested. Failure to follow designated room capacity may result in the termination of your function and loss of fees.
- When securing your reservation time, you must include the time needed for unloading, decorating, food preparation, breakdown and cleanup. Please keep in mind that you will be charged from the time you arrive until the time you leave. We will not issue refunds for unused reservation time. Lastly, your entire group must be completely out of the room by 11PM, no exceptions.
- **NOTE: 1 week prior to your event**, unless otherwise noted on your permit, a diagram of your room set up with tables and chairs is required. The room arrangement will be set up by our staff prior to your arrival. Staff will setup the room based on your expected attendance if we do not receive a setup from you. In addition, failure to submit a room setup may also result in insufficient tables and chairs available for your use.
- Parties wishing to serve alcohol may do so only if the alcohol is served by a LICENSED & INSURED CATERER from the Pierce County Health Departments Permitted Caterer list. The caterer must provide a copy of their liquor liability insurance, MAST permit and acquire a WA State Banquet permit 2 weeks prior to the event.

USE POLICIES:

- Your guests will remain in the room during your event and will not be allowed to migrate into other parts of the facility. All food and beverages must be consumed in the room you reserved for your event/meeting.
- Children must be supervised at all times and may not wander the facility during your event. Failure to comply will result in loss of deposit.
- If you have sound amplification equipment you must keep the sound confined to the room space. Amplified sound coming from your event/meeting that exceeds the limits of the room will be turned off. The facility reserves the right to monitor and control music volume to avoid disruption of concurrent activities at the Center and to avoid disturbing surrounding residential neighbors.
- This is a public building with other events occurring at the same time of your event/meeting, your group is expected to act in a manner that respects others' ability to use the facility. Your event may be cancelled due to actions or behavior that does not adhere to our general "Code of Conduct".

- We may require that you obtain and pay for an off duty Pierce County Sheriff at your function. Generally this may occur for events such as but not limited to those: open to the public, teen events, club type events, etc.
- If the function is for a minor or a group of minors, a pre-determined number of adult chaperones over the age of 30 will be required by the General Manager.
- Smoking, vaping, e-cigarettes or the use of tobacco products is not allowed inside the facility or within 25 feet of the building RCW 70.160. Visually, this area is anywhere beyond the front canopy and sidewalk along the south end of the building.
- Clean up of the facility is the responsibility of the renter. Clean up includes depositing all litter and debris in the cans provided; cleaning tabletops, and kitchen areas. Failure to follow the guidelines will result in the loss of part or all of your deposit. Renters are not required to stack chairs, tear down tables, vacuum, or mop.
- Decorations on walls and tables must be adhered with painters tape only. Nothing is to be attached to the ceiling.
- Not allowed: Cooking or any type of open flame, piñatas, confetti, glitter, bird seed, silly string, live trees, fireworks, inflatables, sparklers, smoke machines and or fog machines

USE FEES / REFUNDS

All fees are due at the time of the reservation. This includes the hourly rate and damage deposit.

We accept Visa, MasterCard, Cash & Check (Checks will not be accepted for reservations placed 15 days prior to the reserved date). A refundable damage/cleanup/conduct deposit is required for the use of all rooms.

Damage Deposit:

- \$150 – Meetings (water/coffee only)
- \$250 – Rental with food
- \$350 – Rental with alcohol
- Full/partial/or no refund of the deposit will be determined at the end of your event, pending an inspection of the room by Sprinker Recreation Center staff. If a deposit is made with a Visa or MasterCard it will be credited back to your card within 1 week after the event. If the deposit is made with a check or cash it will be mailed to you in the form of a check up to 3 weeks after your event
- Groups will be expected to reimburse the center for any lost / damaged equipment, areas requiring extra cleanup, parking lot cleanup and/or any vandalism.
- Upon arrival at the center, groups must check in at the front desk so that the receptionist can locate building maintenance staff to let you in. Before leaving the facility groups should check back in at the front desk to have the maintenance staff check you're cleaning efforts and ensure the room has been properly restored. This will insure the timely processing of your full or partial refund.

CANCELLATIONS:

- All Cancellation must be made in writing. Postmark date is acceptable.
- No fees will be refunded if reservations are cancelled 45 days or less of the reserved date.
- A 50% refund of total rental fees will be given if cancellation is made 45-90 days prior to the reserved date.
- Any cancellation prior to 90 days will be assessed a 10% fee of the total rental fees.

I have reviewed, understand, and agree to comply with the above policies.

Name: _____

Date _____