

Nichols Community Center Facility Rules
690 9th Avenue, PO Box 25, Fox Island, Washington, 98333

1. BUILDING, GROUNDS & FURNITURE

- a. Access to the building is allowed during paid rental date and times as stated in the rental agreement. Additional set-up and/or cleanup time must be pre-arranged and may incur an additional expense.
- b. The Nichols Community Center (NCC) and grounds must be vacated by 11:00 pm. It is the Renter's responsibility to allow for cleanup time.
- c. Absolutely no driving or parking is allowed on any grass area without express permission of the Rental Coordinator.
- d. No animals (except for service animals) are allowed inside the building.
- e. The Fire Department occupancy limit in the Auditorium is 80 persons with tables and 150 persons if only chairs are used.
- f. The Fire Department occupancy limit in each of the classrooms is 30 persons.
- g. Access to storage closets and their contents in the two classrooms is not allowed, unless explicitly included in the Rental Agreement.
- h. If the chalkboards in the classrooms have been used, all markings must be erased and the boards cleaned unless other arrangements are approved by the Rental Coordinator.
- i. All decorations and methods of decoration attachment must be approved by the Rental Coordinator prior to use. No nails, tacks, glue (including glue guns) or tape may be used on the walls. Hangers that use the picture rail on the walls are available from the Rental Coordinator. All decorations must be removed immediately after the event unless other arrangements are approved by the Rental Coordinator.
- j. Live music and amplified sound (bands, disc jockeys, PA systems, etc.) may only be played inside and the sound must be at a level that does not project beyond the facility boundaries of the NCC.
- k. Renter is responsible for meeting any party servicing the event and for drop off or pickup of rented items. Note that the kitchen is not a certified food preparation facility.
- l. No tables or chairs are to be taken outdoors unless expressly permitted by the Rental Coordinator. No ice chests or similar wet containers are allowed indoors. Tables should not be dragged across the floors; carry them to move them.
- m. The building, grounds, furniture, appliances, landscaping, and all other appurtenances must be left clean and undamaged.
- n. The FICRA Building Trust is not responsible for loss or theft of property or personal items left on the premises.

2. TRASH

- a. The facility does not provide trash or garbage service. Everything brought in must be taken out by the Renter.

3. NON-SMOKING FACILITY

- a. Smoking of any substance by any means is not allowed anywhere inside the NCC building nor outside on Trust property except for the parking areas.

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4. ALCOHOL & FOOD

- a. Renter understands and agrees that if alcohol and/or food will be served at the Nichols Community Center, all permits and licenses required by law must be obtained from the State and/or Pierce County in the Renter's name and that food and/or alcohol service will be in accordance with applicable Washington State and Pierce County laws. Renter will provide copies of all required permits and licenses to the Rental Coordinator. The FICRA Building Trust assumes no liability for the service of alcohol or food by Renter.
- b. Under no circumstances, are persons under the age of 21 allowed to be served or consume alcohol within the NCC or on the grounds.
- c. Failure to comply with these requirements may result, at a minimum, in forfeiture of the entire amount of the Security Deposit.

5. CLEANING & DAMAGE

- a. The building, grounds, furniture, appliances, landscaping, or other appurtenances must be left clean and undamaged as detailed in the Completion of Rental Checklist appearing at the end of this document. If not, Renter will forfeit the Security Deposit and will be responsible for any replacement/repair costs above that.
- b. Any room where food was present must have floors damp (not wet) mopped and dried.
- c. All personal signs leading to the facility between Highway 16 and the facility must be removed by the Renter within 48 hours after the event. Failure to do so will result in a \$50.00 forfeiture of the Security Deposit.
- d. Cleaning services are charged at the rate of \$50.00 per hour, plus damages.
- e. If the Rental Coordinator is required to make additional trips to ensure cleanliness of the NCC, Renter will incur charges up to \$50.00 per additional trip.

6. ADDITIONAL CORONAVIRUS (COVID-19) INFORMATION

- a. The Renter and everyone in the Renter's party agrees to comply with all applicable Federal, State and local (including Pierce County) requirements and guidelines pertaining to the Coronavirus response.
- b. The Renter and everyone in the Renter's party will comply with applicable State guidance pertaining to face coverings and physical separation (social distancing).
- c. Consistent with Washington State Secretary of Health Order 20-03.5 issued September 13, 2021, all persons not exempt to the General Face Covering Requirement are:
 - i. Required to wear face coverings indoors when not engaged in specific activities as outlined in Order 20.03.5; and
 - ii. Encouraged to wear face coverings in crowded outdoor settings where there is a decreased ability to consistently maintain physical distance between non-household members.
- d. Failure to comply with these requirements will result in forfeiture of the Security Deposit.

Acknowledgment and Agreement to Comply with Facility Rules

Renter Signature: _____ **Date:** _____

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Start of Rental Checklist (to be completed at start of access)

- _____ Conduct walk through for inspection of overall condition of facility
- _____ Verify that rooms are clean and ready for rental
- _____ Verify that restrooms and kitchen are clean and ready for rental
- _____ Verify that garbage cans supplied by facility are empty with fresh and spare bags in place

Note any concerns or existing damages here: _____

Renter Initials: _____ **Rental Coordinator Initials:** _____

Completion of Rental Checklist (to be completed at end of access)

- | | |
|--|---|
| _____ Entire rental group was out at scheduled time | _____ Floors are swept and mopped where needed |
| _____ Sink, stove and counter top wiped down and clean | _____ Tables are returned as directed by rental coordinator |
| _____ Soiled towels to be left on kitchen counter | _____ Chairs are left as directed by rental coordinator |
| _____ Refrigerator is cleared of Renter's food and is clean | _____ Mops/large garbage containers returned to utility hallway |
| _____ Dishes are washed and put away | _____ All outdoor areas used by the Renter are clean |
| _____ Garbage is removed from building | _____ Fire pit fire extinguished |
| _____ Outdoor cigarette bucket is emptied | _____ Lights are off (including gazebo light switch) |
| _____ Restrooms are clean | _____ Furnace turned to 60 degrees |
| _____ All decorations are removed | _____ No breakage or damage |
| _____ Chalkboards are erased | _____ Key is returned |
| _____ Painted furniture is in the auditorium | |
| _____ All five doors are securely shut (Do not slam! Close and pull firmly on the end of the handle) | |

Note any concerns or comments here: _____

Renter Signature: _____ **Date:** _____

Rental Coordinator Signature: _____ **Date:** _____