



Updated 2/25

# City of Asotin

[www.cityofasotin.org](http://www.cityofasotin.org)

Phone: 509-243-4411

PO Box 517

121 Cleveland Street

Asotin WA 99402

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## Asotin Historical Community Center Use Application

305 First Street, Asotin WA 99402

Resolution 2013-492; 2014-534; 2015-552; 2017-597; 2018-639; 2018-644; 2019-651;  
2021-688; 2021-698; 2023-723 ; 2024-735; 2024-743

**THIS FACILITY HAS NO RUNNING WATER OR RESTROOMS IN BUILDING  
RESTROOMS ARE LOCATED OUTSIDE AT PARK/MARINA RESTROOMS**

Today's Date \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Organization \_\_\_\_\_

Physical Address \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Additional Phone # \_\_\_\_\_

Address to mail Damage Deposit \_\_\_\_\_

Date of Event \_\_\_\_\_ Time Event Begins \_\_\_\_\_ Time Event Ends \_\_\_\_\_

Setup Date \_\_\_\_\_ Set up Time \_\_\_\_\_ Clean up Date \_\_\_\_\_ Clean up Time \_\_\_\_\_

Type of Event \_\_\_\_\_ Number of Participants \_\_\_\_\_

**Rental Time One day rentals:** is defined as "time designated on the Asotin Historical Community Center Event Rental Application" which includes set up and clean up. If clean up is not completed by the designated time the Security deposit will be forfeited. If additional time is needed to clean up, items must be removed by 7:00am the following morning. Please notify us if set up time is needed the day prior to reservation date.

### Rates are subject to change

Damage/Cleaning deposit.....\$500.00 (requires a separate check)

Building Rental - Full Day..... \$100.00

Building Rental - Half Day.....\$ 50.00

Charitable Organization..... \$40 requires the damage/cleaning deposit

### \*\*Charitable Organization Commodities Replacement Charges ...\$40

"A **charitable organization** or **charity** is a **non-profit organization** (NPO) whose primary objectives are philanthropy and social well-being (e.g., **charitable**, educational, sporting, hobby, art/music, religious, or other activities serving the public interest or common good). Church committees and school groups are included in this category. This is not an exhaustive list and other entities may qualify for special rates by taking into consideration the purpose of the organization and its intended use of the facilities." Routine event use and long-term usage which may include a different fee will be evaluated independently.

Asotin - Anatone School District shall pay \$150.00 a month a to cover utilities

Regular Community users shall pay \$150.00 a month a to cover utilities

**\*The above exceptions to the rental fees are for occasional use only, routine and long-term use will be evaluated independently**

**Fees** are based on time designated on the Application. If it is anticipated that set up will require time on the day prior to the event there will be a charge for the hours used the day prior.

If a **cancellation** is not made 2 days prior to the date of the event, the rental fee will be forfeited.

### **Payment, Security Deposit and Application are due at the time of reservation**

No alcoholic beverages are allowed in the Asotin Historical Community Center, unless the proper permit is obtained. You can apply for the Banquet Permit at **www.liq.wa.gov**. **Please provide a copy of the permit when submitting your Asotin Historical Community Center Event Rental Application.**

Requested events will be evaluated on a case-by-case request and in order of receipt. Those events or activities that pose a potential security or safety risk, or are in violation of local, state and/or federal laws shall be denied. All decisions are made by the Mayor of Asotin and are final.

I agree to indemnify and hold harmless the City, its employees and agents for all liability claims arising out of the event. I agree to pay for all damages to the premise or its contents deemed excessive by the City which incurred as a result of the event. **I have read and understand the Asotin Historical Community Center Rules and Regulations for renting this Park Facility. \_\_\_\_\_ Please initial.**

**Security Deposit**- A Review of the Facility will be completed and keys will need to be returned to City Hall 121 Cleveland, Asotin WA 99402 the next day following the event. After a review of the facility by city staff, if no violations of this contract have taken place, and there is no damage to the property, the security deposit will be refunded by mail. "If it is deemed the Security Deposit has been forfeited, a single appeal may be made in writing only to the City of Asotin Mayor, who will review all documentation and make a final decision."

If you have any questions, please feel free to contact us at 509-243-4411.

**Please return Application, Payment and Damage Deposit to:**

Asotin City Hall  
PO Box 517  
Asotin WA 99402

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Clerk/Treasurer Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Key Number** \_\_\_\_\_

**Date** \_\_\_\_\_

**Key Returned** \_\_\_\_\_

**Date** \_\_\_\_\_

# Asotin Historical Community Center Rules & Regulations

Ordinance 2023-886

**Please Pick Up Key at Asotin City Hall**

**Asotin City Hall is open Monday-Friday 9:00am–5:00pm**

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- **Fees:** As listed on the Asotin Historical Community Center Event Rental Application.
- **Historical Regulations** do not allow posting on any wood finishes using any puncture or adhesive such as: staples, nails, push pins, glue, and thumb tacks etc... Poster Putty allowed only
- **Alcoholic beverages** cannot be sold, distributed, or consumed in any city facilities, including city parks, unless proper permits (Washington State Liquor Control Board Banquet Permit) have been obtained and approved by the Asotin Mayor. You can apply for the Banquet Permit at [www.liq.wa.gov](http://www.liq.wa.gov).  
**Please provide a copy of Permit with Community Center Application.**
- **Clean-up** - the applicant is responsible for clean-up of all City premises utilized under the terms of this Agreement. Clean-up includes wiping surfaces, cleaning spills, sweeping /vacuuming floors, bagging and removing garbage resulting from the Applicant's use of city properties.
- **Smoking or Tobacco** is not allowed within 25 feet from the building, doorways, windows or intake areas  
**Cancellation** If a cancellation is not made 2 days prior to the date of the event, the rental fee will be forfeited.
- **Keys Pick up/Drop Off:** Keys may be collected from City Hall on the date for which the Center is rented; for Saturday or Sunday event, key must be collected by 5:00pm the preceding Friday.
- **Dumpsters**, please take ALL trash to the dumpsters.
- **DO NOT DISPOSE** of any cleaning supplies, grease, hot liquid etc. on the grass.
- **Fireworks** are prohibited.
- **Security Deposit-** A review of the Facility will be completed and keys will need to be returned to City Hall the next day following the event. City Hall is open 9:00am - 5:00pm M-F, and/or you can place the keys in the drop box at City Hall. After a review of the facility by city staff, if no violations of this contract have taken place, and there is no damage to the property, the security deposit will be refunded by mail. "If it is deemed the Security Deposit has been forfeited, a single appeal may be made in writing only to the City of Asotin Mayor, who will review all documentation and make a final decision."
- **Rental Time** is defined as "time designated on the Historical Church Rental Application" which includes set up and clean up. If cleanup is not completed by the designated time the damage deposit may be forfeited.
- **The City of Asotin** will not be responsible in case of fire, theft, accident or loss of any kind. It is your responsibility to advise all persons sharing the facility.
- **Emergencies**, please report disturbances to dispatch at 509-758-2331 and/or Call 911  
**Address:** Asotin Community Center 305 1st Street, Asotin WA.
- **Signature** \_\_\_\_\_