



**ANACORTES SENIOR ACTIVITY CENTER  
RENTAL INFORMATION & POLICIES**

**Physical Address:** 1701 22<sup>nd</sup> Street, Anacortes, WA 98221 (360) 293-7473

**Mail Rental Payments and Application to:** City of Anacortes PO Box 547, Anacortes, WA 98221 360-293-1918

**AVAILABILITY**

The Anacortes Senior Activity Center is primarily a Senior Center facility and will be used as a community center, available to local and area residents, organizations and groups as outlined in the information and policies below.

The Anacortes Senior Activity Center serves as a Senior services facility Monday through Friday from 8:00am to 4:00pm. Rental by outside groups, organizations or individuals will **NOT** be available during these times. The Center is generally available for rental Monday through Thursday evenings from 5:00pm to 10:00pm, Fridays from 5:00pm to 11:00pm, Saturdays from 8:00am to 11:00pm and Sundays from 2:00pm to 10:00pm. Rentals will be for a minimum of four hours on weekends (Fridays, Saturdays and Sundays).

The Center is generally **NOT** available for rental on the following observed City holidays: Easter, Labor Day, Memorial Day, Fourth of July, Veteran's Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, President's Day and Juneteenth.

**APPLICATION PROCEDURE**

Complete and submit a Request for Facility Use application to Anacortes Parks & Recreation Department at City Hall, 6th & Q Streets, mail to P.O. Box 547, Anacortes, WA 98221. Requests for use must be submitted at least 14 days prior to the requested date. The Parks Department staff shall review all applications and has the right to grant or deny use based on policies and availability, or to grant use subject to certain conditions such as staffing availability. One individual should be designated as the responsible party for the requesting group and will sign both the request for use and the cleanup agreement. The person signing these forms is the responsible party and is assuming responsibility for the cleanup and any damage, loss, or disturbances during the rental period.

**FEES, DEPOSITS, REFUNDS**

Rental fees and deposits must be paid **NO LATER THAN 14 DAYS PRIOR TO THE SCHEDULED EVENT**, by Credit/Debit Card, Cashier's Check, Money Order, Cash, or Personal Check, or the event will be cancelled. *Payment will be made payable to the City of Anacortes at the Parks & Recreation office at City Hall or mailed to Anacortes Parks and Recreation, P.O. Box 547, Anacortes WA 98221 (360-293-1918)*

**FEE SCHEDULE & DEPOSITS**

ROOM	RATE	CAPACITY	DEPOSIT
Great Room	\$42/hr	300	\$100
Kitchenette	\$28/hr	40-50	\$100
Great Room & Kitchenette	\$56/hr	350	\$100
Art Room/Sunrise Room	\$21/hr	30	\$100
Library	\$14/hr	10	\$100
Freight Room / Baggage Room	\$48/hr	190	\$100 / \$500

**Room capacity does not guarantee equipment availability (see "Other")**

**\*THERE IS LIMITED AVAILABILITY FOR WHOLE FACILITY/ALL DAY USE AND MUST BE COORDINATED WITH PARK STAFF AND OTHER USER GROUPS\***

Deposits are refundable within 10 working days after the event provided the following conditions have been met.

- a. There has been no damage to the building or property
- b. The facility has been cleaned and returned to its original state.
- c. The user has complied with all rules and terms of this agreement.
- d. No City ordinances have been violated.

In the event damage has occurred and some portion of the deposit must be surrendered, the balance of the deposit, if any, will be returned within 30 days of the event. In the event damage has occurred that exceeds deposit amount, the City will pursue reimbursement for actual costs of repair of damage.

501(c)3 organizations with appropriate documentation will receive a rental reduction of 25%.

Refunds given only if cancellation is made two working days in advance of event.

## **MUSIC**

Live or amplified music is only permitted Friday and Saturday nights until 9:00 pm. When music is played, windows and doors will remain closed. After these times all live or amplified music shall cease. The Anacortes Senior Activity Center is in a residential neighborhood and those using the facility owe consideration to the neighbors.

If the Police Department receives complaints about noise from the music, or general rowdiness in or around the community center, they may exercise their professional judgment and either give the event sponsor a warning or may have the music turned off and may also request the event sponsor to end the event and vacate the premises prior to the regular closing time. There will be no refunds if the event is ended in this manner.

## **OTHER**

Use of candles or any other type of open flame is **NOT** allowed.

Nothing may be affixed to the walls using anything other than a removable mounting gum product made for this purpose, available at most office supply stores. No nails, screws, tape, glue, tacks, pins or other mounting devices may be used. Do not hang heavy objects or decorations from the ceiling.

Use of the tables and chairs are included in the rental fees. There are numerous rectangular tables and chairs available. If you would like to see exactly how many prior to event please schedule a visit to the center during normal hours.

## **FACILITY MONITOR**

A facility monitor will arrive and welcome you at your scheduled start time and will be in the building during your rental time. The facility monitor will open, orient groups as to use and close the building at the end of the event. This staff person is available to answer your questions about the building and will help you locate any needed items. The Facility Monitor handout is attached. If the monitor has not arrived to open the building, please call the monitor coordinator at . If no one is available, please call Karl Wolfswinkle at (360)708-0539, or if he is not available, please call Dustin South at (360) 661-3721 or the Anacortes Police Department at 360-293-4684.

The person designated to oversee cleanup should check in with the facility monitor upon arrival. At the end of your event, prior to leaving the facility at the agreed upon time, that designated person and the monitor will complete a Rental Clean Up Check List for the areas used. That person will also stay and accompany the monitor during locking of doors at the Center.

**The return of the damage deposit is dependent upon the condition in which your group leaves the facility.**

**SMOKING IS PROHIBITED IN THE BUILDING UNDER WASHINGTON STATE LAW DSHS 24-42.  
ALCOHOL IS PROHIBITED IN THE BUILDING AND ON THE GROUNDS OF THE  
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**FACILITY MONITOR INFORMATION**

The Facility Monitor of the Anacortes Senior Activity Center is on hand for the following:

- 1.) Unlock the building and welcome you at the scheduled time.
- 2.) Offer the answers to questions such as where things are or how things work.
- 3.) Monitor the noise level so that it does not become excessive. (Please remember that this is a residential neighborhood.)
- 4.) Ensure that the event ends promptly as scheduled and the building is cleaned, locked and secured by the agreed upon time.
- 5.) Monitor security of the building and rental activity.
- 6.) Provide general custodial supervision by completing and signing the clean up check list with the group's designated person.

The Facility Monitor is NOT able to:

- 1.) Act as guardian or security for wedding gifts or any other valuables.
- 2.) Act as a custodian for set up or clean up.
- 3.) Direct traffic.
- 4.) Move tables, chairs, or other equipment.
- 5.) Allow use of unscheduled equipment or areas of the facility.

**RENTAL CLEAN-UP CHECKLIST**

It is the responsibility of the renter, or their designated responsible party, to see that the facility is left in the same condition as it was received prior to their event. The following items must be checked off upon completion of a renter's event. The Checklist shall be signed by the renter and/or the responsible party, and the Facility Monitor on duty. Any areas not cleaned appropriately may result in all or part of the Damage Deposit being withheld.

The City of Anacortes encourages you to recycle. Bins for glass and aluminum and paper are provided.

**RENTER RESPONSIBILITIES:**

GENERAL CLEANLINESS: Including foyer, bathrooms and grounds.

- \_\_\_\_\_ Chairs and tables put back in original location.
- \_\_\_\_\_ All trash containers emptied and relined.
- \_\_\_\_\_ Remove all food, dishes, cups, beverages, tablecloths, etc., from the tabletops and clean.
- \_\_\_\_\_ All flowers, decorations and balloons removed.
- \_\_\_\_\_ Hard floors swept and free of any spills, carpets vacuumed.
- \_\_\_\_\_ All equipment, dishes, linens, and items brought in by the renter removed.
- \_\_\_\_\_ Any used Electronic Equipment powered off and left undamaged.

KITCHENETTE:

- \_\_\_\_\_ Sink, stove, oven, microwave, stove top cleaned.
- \_\_\_\_\_ Counters wiped down.
- \_\_\_\_\_ Refrigerator emptied of food and beverages, cleaned.
- \_\_\_\_\_ All equipment turned off.
- \_\_\_\_\_ Floor swept and spills mopped.
- \_\_\_\_\_ All items brought in by renter or caterer removed (utensils, bowls, etc.)
- \_\_\_\_\_ Any used Electronic Equipment powered off and left undamaged.

OTHER:

- \_\_\_\_\_ Renter/Designated Person accompanied Facility Monitor during building lock-up.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Renter/Responsible Party

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Facility Monitor

Comments: \_\_\_\_\_  
\_\_\_\_\_

Did group check out at the agreed upon time? \_\_\_\_\_ Actual Checkout time: \_\_\_\_\_

Was any non-reserved equipment or space used by the rental group? \_\_\_\_\_

List: \_\_\_\_\_  
\_\_\_\_\_





