

Kent Commons Rental Information Packet





WELCOME TO THE KENT COMMONS

The Kent Commons opened its doors in 1976 and is owned and operated by the City of Kent Parks and Recreation Department. The Kent Commons serves as a multipurpose space capable of accommodating large events such as meeting, trade shows, conferences and community celebrations. Welcome to the Kent Commons—where the past meets the present, and the community thrives.

Kent Parks and Recreation Department is a National recognized, award winning parks and recreation system. We are committed to providing safe and inviting parks and facilities, meaningful, inclusive, and diverse recreational programs, cultural activities and access to critical human and social services.

Included in this Rental Information Packet, you will find the rules and regulations that govern the rental use of the Kent Commons Community Center, Kent Memorial Park Building, and the Neely-Soames House. Please take the time to read through this information to assist you in planning and running a successful event here at the Center.

When not in use for Parks and Recreation sponsored or co-sponsored activities, the Kent Commons Community Center may be made available for a fee to groups for events and activities consistent with the rental policies of the Kent Parks and Recreation Department. The Kent Commons Community Center will not be made available to any group or organization that promotes discrimination or has a record of discrimination on the basis of race, creed, color, national origin, families with children, gender, marital status, age, sexual orientation, or the presence of any sensory, mental, or physical disability. Permission to use the facility does not constitute an endorsement of a group's philosophies, policies, or beliefs.

KENT COMMONS FACILITY RENTAL RATES

Meeting Rental Rates

Examples: meetings, dance practices, lectures or seminars, discussion groups, etc.

Green River Room (130 Capacity)	\$80.00/hr
Crystal Mountain & Stage (90 Capacity)	\$80.00/hr
Mt. Rainier Room (80 Capacity).....	\$50.00/hr
Crystal Mtn Hall (60 Capacity)	\$50.00/hr
Olympic Room (40 Capacity)	\$30.00/hr
Stage Room (30 Capacity)	\$30.00/hr
Mill Creek Room (25 Capacity)	\$30.00/hr
Interurban Room (12 Capacity).....	\$15.00/hr
Kitchen (10 Capacity)	\$15.00/hr
Music Room (4 Capacity).....	\$15.00/hr
Kent Memorial Building (80 Capacity)	\$50.00/hr
Neely Soames House (15 Capacity).....	\$15.00/hr
East or West Gym (300 Capacity)	\$60.00/hr
East & West Gym (600 Capacity).....	\$120.00/hr

- Rooms are rented on an hourly base with at least a minimum of 1 hour of rental time.
- A completed facility application, first rental date and/or a rental deposit may be required before any room may be booked.
- Cancellation must be made 72 hours prior to the booking. If cancellation is less than 72 hours or no show occurs, the rental payment is still required.
- Clean up is the responsibility of the renter and requires the room to be left in the exact condition as upon arrival.
- A Rental Deposit may be required when food/beverage and/or special equipment is requested.

Special Event Insurance

- Rentals may require renters to obtain Special Event Liability Insurance. This insurance would protect you and your guests while using city property and is to indemnify against loss resulting from bodily injury and/or property damage.
- The insurance must name the “City of Kent an additionally insured party;” with all endorsement page(s)
- The liability insurance must be in the amount of \$1 million.

RENTER'S RESPONSIBILITY

- Clean up is responsibility of the renter and requires the room be left in the exact condition as upon arrival, including any common area or restrooms used by the group or individual.
- Remove all garbage and place in dumpsters located outside the facility.
- Pick up any garbage in common areas and restrooms and dispose trash in outdoor dumpsters.
- Wipe down all tables (as needed).
- Clean all floor surfaces with dust mop and wet mop at the conclusion of event (as needed).
- Check out with Front Desk Staff prior to leaving.

Rental Hours Generally Available

- Mondays, Wednesdays, Fridays: 6:00am – 9:00pm
- Tuesdays, Thursdays: 7:30am – 9:00pm
- Saturdays: 8:00am – 9:00pm

SMALL PARTY RENTAL RATES

Small party rates – 50 people and below, during normal business hours, NO alcohol

Green River Room (50 Capacity)\$80.00/hr + \$100 Deposit
Crystal Mountain Hall (50 Capacity)\$60.00/hr + \$100 Deposit
Mount Rainier Room (50 Capacity)\$60.00/hr + \$100 Deposit
Stage Room (25 Capacity)\$50.00/hr + \$100 Deposit
Mill Creek Room (25 Capacity)\$50.00/hr + \$100 Deposit
Kitchen (10 Capacity)add'l \$15.00/hr

- Rentals must be within normal business hours (no later than 9:00pm)
- A completed facility application, rental deposit, and rental fee are required before any room may be booked
- Cancellation process for Small Party Rentals is 14 days-notice. Unless otherwise stated on application, any cancellation received less than 14 days before said event will result in the forfeiture of your rental deposit and/or hall rental.
- NO ALCOHOL, DANCING, DJ OR LIVE BANDS ALLOWED.
- Small party rentals cannot extend beyond facility business hours.
- Must adhere to the capacity limits to rooms listed in the above.

SMALL PARTY RENTER'S RESPONSIBILITY

- Set up and cleanup must be completed within rental time.
- Clean up is responsibility of the renter and requires the room be left in the exact condition as upon arrival, including any common area and restrooms used by the group or individual.
- Remove all garbage and place in dumpsters located outside the facility.
- Pick up any garbage in common areas and restrooms and dispose trash in outdoor dumpsters.
- Wipe down all tables.
- Clean all floor surfaces. Which includes dust mop and wet mop at the conclusion of event. Kent Commons will provide cleaning supplies for your group
- Check out with Front Desk Staff prior to leaving premises.

You must be cleaned up and out of the facility by the designated time on your rental application. There should be NO CLEAN-UP required by Kent Parks Staff, or you will be charged for additional rental and staff fees for any additional time used. (NOTE: 1 – 60 minutes = 1 hour)

Any damage, unreturned equipment, uncleaned areas, or additional time may result in forfeiture of your damage deposit and/or denial of future rental use.

RECEPTION RENTAL RATES

51 people and above

Green River Room (130 Capacity)	\$1,000.00/10 hrs + \$500.00 Deposit
Crystal Mtn. Hall & Stage Room (90 Capacity)	\$1,000.00/10 hrs + \$500.00 Deposit
Kent Memorial Park Building (80 Capacity)	\$700.00/10 hrs + \$500.00 Deposit
East or West Gym (200-350 Capacity)	Call for Pricing & Availability
Kitchen (10 Capacity)	\$15.00/hr each hour used

Reception Rental Rates with Alcohol

Green River Room (130 Capacity)	\$1,100.00/10 hrs + \$500 Deposit
Crystal Mtn. Hall & Stage Room (90 Capacity)	\$1,100.00/10 hrs + \$500 Deposit
Kent Memorial Park Building (80 Capacity)	\$800.00/10 hrs + \$500 Deposit
East or West Gym (200-350 Capacity)	Call for Pricing & Availability
Kitchen (10 Capacity)	\$15.00/hr each hour used

- The rental period is a 10-hour block as available. A \$500.00 rental deposit applies to both facilities. For additional hours rates call (253)856-5100.
- A completed facility application, rental deposit, and rental fees are required before any room may be booked. Unless otherwise stated on the application, any cancellation received less than 60 days before said event will result in the forfeiture of your rental deposit and/or hall rental.
- Rentals must be booked at least 30 days in advance, unless otherwise approved by the Facility Manager.

Alcohol at the Event

Alcoholic beverages are allowed so long as the following requirements are met:

- You are required to obtain permission to have alcohol from the Kent Parks Department.
- Hard alcohol is strictly prohibited. Beer, wine, hard cider and champagne will be the only alcoholic beverages permitted.
- A Washington State Banquet Permit is obtained and displayed in the room during the event.
- Rentals booked less than 60 days to event date must get approval from the Facility Manager for alcohol to be allowed at the event.

Special Event Insurance

- All rentals are required to obtain Special Event Liability Insurance. This insurance would protect you and your guests while using city property and is to indemnify against loss resulting from bodily injury and/or property damage.
- The insurance must name the "City of Kent an additionally insured party," with all endorsement page(s)
- The liability insurance must be in the amount of \$1 million.

RECEPTION RENTER'S RESPONSIBILITY

- Clean up is the responsibility of the renter and requires the room be left in the exact condition as upon arrival, including any common areas and restrooms used by the group or individual.
- Remove all garbage and place in dumpsters located outside the facility.
- Pick up any garbage in common areas and restrooms and dispose of trash in dumpsters outside the facility.
- Wipe down all tables.
- Clean all floor surfaces (which includes dust mop and wet mop at the conclusion of your event). Kent Commons will provide cleaning supplies for your group.
- Check out with Front Desk Staff prior to leaving.

You must be cleaned up and out of the facility by the designated time on your rental application. There should be NO CLEAN-UP required by Kent Parks Staff, or you will be charged for additional rental and staff fees for any additional time used. (NOTE: 1 – 60 minutes = 1 hour)

Any damage, unreturned equipment, uncleaned areas, or additional time may result in forfeiture of your damage deposit and/or denial of future rental use.

RENTAL RULES AND REGULATIONS

- A completed facility rental application, rental deposit and rental fees are required at the time of booking. No phone reservations accepted.
- The person who signs the rental application must be present during the entire period of the event, is responsible for the conduct of the people present, and is responsible for rental payments.

- The event time you list on your rental application must also include the time needed for set-up, clean up, decorating and all other preparation time necessary for your event.
- Your event time cannot exceed the time listed on your rental application. The result will be complete forfeiture of your damage deposit and/or event termination.
- Full rental payment, rental deposit, and event insurance (if applicable) is required prior to entry into the room reserved.
- Rooms come with stacked chairs and 6 ft x 2.5 ft rectangular tables.
- All furnishings, including tables and chairs, must be returned to their original locations and equipment properly stored. Use caution so floors and walls are not damaged. The City of Kent will not be liable for personal injuries or damage to personal property.
- Supplies for your event are not provided (ie: Fax/copy, ladders, kitchen utensils, etc.)
- The City of Kent reserves the right to refuse rental of city premises if the applicant has previously violated the rules and regulations set forth herein.
- Bringing items in early or bringing in additional equipment must be pre-approved by the Facility Manager.
- Parking at the Kent Commons may be shared by other events during your rental period.

Rental Restrictions

- Materials not allowed during rental include: dried rice, birdseed, confetti, confetti balloons, dance wax, fog/smoke machines, bouncy toys/houses, push tacks, nails, staples, scotch tape, and duct tape.
- In compliance with the City Fire Code and City of Kent Fire Marshall, the use of candles and/or any other type of Open Flames is strictly forbidden.
- Animals are not allowed, with exception of qualified service animals only.
- Live bands are prohibited. DJs are prohibited as well.
- Attendance over what you list on the rental application or over the capacity of the room you have rented is prohibited. Failure to adhere to room capacity will result in immediate termination of your event and forfeiture of all deposits and/or future rental opportunities.
- All event activities must remain within the room you have rented. Children must have adult supervision at all times when leaving the room you have rented.
- No one is allowed to affix anything to the ceiling or walls except with masking tape/blue "painters" tape.
- Per City of Kent Code Section 4.01.135, it is unlawful for any person to smoke, vape or use tobacco products in or on any park property or park facility, including parking lots. A \$50 fine will be assessed if you are caught using any of these products in addition to any penalty that may be assessed by Kent City Code Chapter 4.01.

Crystal Mtn Hall



Crystal Mtn Hall Equipment

- 60 Capacity
- 24 – 6 Foot Tables
- 60 – Chairs
- AV Equipment (Drop down projector, Accessible HDMI Port.)

Green River Room



Green River Room Equipment

- 130 Capacity
- 48 - 6 Foot Tables
- 130 - Chairs
- AV Equipment (Drop down projector, Accessible HDMI Port.)

Mt. Rainer Room



Mt. Rainer Room Equipment

- 80 Capacity
- 14 – 6 Foot Tables
- 80 – Chairs
- AV Equipment (Wall Mounted TV, Accessible HDMI ports, HDMI cords) (Available at front desk)
- White boards-dry erase

Mill Creek Room



Mill Creek Room Equipment

- 25 Capacity
- 8 – 6 Foot Tables
- 25 – Chairs
- AV Equipment (Wall Mounted TV, Accessible HDMI ports, HDMI cords) (Available at front desk)
- White boards-dry erase

Olympic Room



Olympic Room Equipment

- 40 Capacity
- 14 – 6 Foot Tables
- 40 – Chairs
- AV Equipment (Wall Mounted TV, Accessible HDMI ports, HDMI cords) (Available at front desk)
- Sink
- White boards-dry erase
- Meetings only

Interurban Room



Interurban Room Equipment

- 12 Capacity
- 4 - 6 Foot Tables
- 12 - Chairs
- AV Equipment (Drop down projector, Accessible HDMI Port.)
- White boards-dry erase

Stage



Stage Equipment

- 30 Capacity
- 8 – 6 Foot Tables
- 30 – Chairs

Kitchen



Kitchen Equipment

- 10 Capacity
- Microwave
- Stovetop
- 2 Ovens
- Fridge
- Sinks
- Stools

East or West Gym



East or West Gym Equipment

- 300 Capacity
- 100 – 6 Foot Tables
- 150 – Chairs
- AV Equipment

East & West Gym



East & West Gym Equipment

- 600 Capacity
- 200 – 6 Foot Tables
- 300 – Chairs
- AV Equipment

Kent Memorial Building



Kent Memorial Building Equipment

- 80 Capacity
- 24 – 6 Foot Tables
- 80 – Chairs
- Screen

Neely Soames House



Neely Soames House Equipment

- 15 Capacity
- 3 – 6 Foot Tables
- 15 – Chairs

RESERVATIONS:

Reservations may be made a maximum of twelve (12) months prior to desired date. Reservations made less than 30 days in advance are subject to manager approval and may be subject to additional fees or use requirements.

SPECIAL EVENT LIABILITY INSURANCE:

The City of Kent requires that all renters obtain liability insurance for their event. During your event while using City property, this insurance coverage would protect you and your guests against losses resulting from bodily injuries and/or property damage. The City requires a policy with a minimum limit of \$1,000,000 (ONE MILLION DOLLARS) of liability insurance. The policy must name the City of Kent as an Additional Insured, and an endorsement must be obtained. Proof of insurance must be provided to the City of Kent at least ten (10) days prior to the date of the event.

Proof of insurance must include these two pages:

- Certificate of Insurance
- “Additional Insured” policy endorsement form

Both pages must name the City of Kent as Additional Insured



Insurance options – You can purchase Special Event Liability Insurance from any insurance company including your home owners or rental insurance company. The cost varies based on the event size, type, length of event and alcohol service.

Potential Insurance providers (this is not a complete list).

- Event Helper www.theeventhelper.com
- Event Insurance in Minutes by RVNA www.specialeventinsurance.com
- Many additional options exist, but this is just a sample.
- Most major insurance companies offer some sort of special event insurance

ALCOHOLIC BEVERAGES:

Alcoholic beverages are allowed as long as the following requirements are met:

- Permission is required from the Kent Parks Department to serve alcohol at any event or in any venue.
- Hard alcohol is strictly prohibited. Beer, wine, hard cider and champagne will be the only alcoholic beverages permitted.
- A Washington State Banquet Permit must be obtained and displayed in the room(s) where alcohol is served and consumed. Permit may be obtained by logging on to: <https://lcb.wa.gov/licensing/banquet-permits> or, by contacting the State of Washington Business Licensing Service at 1-800-451-4985 or BLS@dor.wa.gov.
- Fundraising events planning to sell alcohol must obtain a Special Event Liquor License at least 45 days in advance of event. This can be obtained at <https://lcb.wa.gov/licensing/special-occasion-licenses>.
- The City of Kent requires these permits/licenses and requisite insurance as a condition of serving/selling alcohol in this facility and with the intention to provide additional liability protection against the potential misuse of the substance by the host of the event and/or guests attending the event. All alcoholic beverages must be consumed within the assigned rental area. No alcohol will be allowed in restrooms or parking areas.
- It is illegal for minors to consume or serve alcohol.

LIVE BANDS: Prohibited. DJs prohibited.

BOUNCY HOUSES: Prohibited

SET-UP AND TAKE-DOWN:

- The renter is responsible for all set-up, take-down and clean-up of their rented space and must be completed during your scheduled rental hours. All furnishings, including tables and chairs, must be returned to their original locations and equipment properly stored. Use caution so that floors and walls are not damaged. The city will not be liable for any personal injuries or damage to personal property. All items brought into the facility by the renter must be removed by the end of the rental including food, materials, non-city equipment and decorations. All garbage must be removed from premises and placed in the provided dumpster and the facility left clean, free of damage and intact.
- The Building Attendant will provide you with a "Rental Cleaning Check Out List". This includes the tasks you are required to complete prior to exiting. The staff member will assist you in locating cleaning supplies and the dumpster. At the conclusion of your event, the Building Attendant will check you out using this list. Failure to check out with staff will result in forfeiture of your rental deposit.

PARKING:

- Park in designated areas only. Parking may be shared by other rental events during your rental period. Absolutely no vehicles are allowed to drive on sidewalk.

DECORATIONS:

- You may bring freestanding decorations into the facility and are responsible for removing them at the conclusion of your event.
- The use of masking/painter's tape and Command Strips is acceptable. Staples, push pins, nails, tacks, packing tape, or duct tape is prohibited.
- **NOT PERMITTED:** Fog/smoke machines, dry ice, rice, birdseed, glitter, confetti, balloons with confetti or glitter, dance wax, etc. Any specialty devices must be approved in advance
- Helium balloons are allowed under the following conditions: Attach groupings of helium balloons to a weighted object. Single balloons are discouraged as they are more likely to float to the ceiling. If balloons must be separated, please do so outside the building. If a balloon floats to the ceiling, notify the Building Attendant immediately. If the alarm system activates due to a helium balloon, you may be billed for false alarm charges incurred. Confetti balloons not permitted.
- No Candles/open flames: In compliance with City fire code and the City of Kent Fire Marshall, the use of candles and/or any other type of open flames are strictly forbidden unless approved by Facility Manager and/or Fire Marshall. This includes food warming devices.
- Using any of the prohibited items will result in the forfeiture of your rental deposit.

SMOKING:

Per City of Kent Code Section 4.01.135, it is unlawful for any person to smoke, vape or use tobacco products in or on any park property or park facility, including parking lots. A \$50 fine will be assessed if you are caught using any of these products in addition to any penalty that may be assessed per Kent City Code Chapter 4.01.

POLICE SUPERVISION:

- Police Supervision may be required by venue at the discretion of the facility manager. Cost will be assessed to the renter.

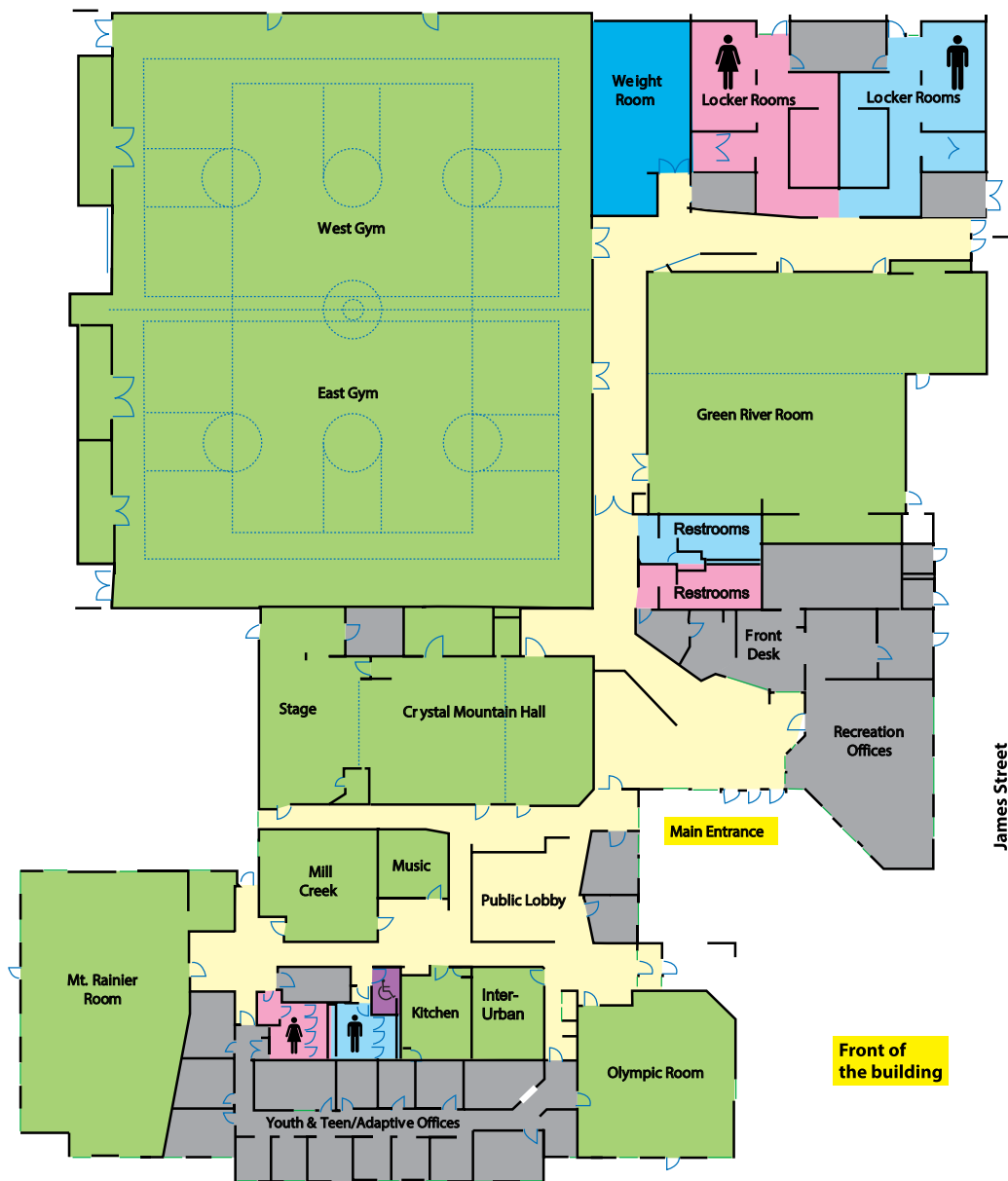
ANIMALS:

- Only qualified service animals are permitted inside facilities. All other animals are prohibited.

RESPONSIBILITY:

- The renter assumes responsibility for all activities conducted on the premises. This includes but is not limited to supervision of all participants to prevent injury or damages, all housekeeping of the premises (picking up bottles, debris, and refuses, etc) and providing security to maintain order. City disclaims any liability from, and the renter agrees not to hold the City liable for, any occurrences arising from the event as described in this permit.
- The User is responsible for monitoring the actions of their guests.
- Please monitor children. Children under the age of 12 must be supervised by an adult at all times.
- Events that exceed limits of guests, or without appropriate insurance or licenses will be canceled by the Kent Parks staff. No refunds will be given for cancellation of events due to the renter not meeting the requirements.

KENT COMMONS MAP



Key:

- Women's Restroom
- Men's Restroom
- Family Handicap
- Rentable Rooms

Upstairs

Racquetball Courts

The diagram shows four blue rectangular racquetball courts arranged in a row, labeled #1, #2, #3, and #4. A staircase is located to the right of the courts.

4th Avenue