



shelter bay community, inc.™

1000 Shoshone Drive - La Conner, WA 98257 - Phone 360-466-3805

For Office Use Only

Applicant is a member or
tenant in good standing

Initials

Date

Coquille Park Building Rental Agreement

Member Name: _____ Phone: _____

Lot #/Address: _____ Email: _____

If renting on behalf of tenant, Name: _____ Phone: _____

If representing a Club, Group, or Organization: Name: _____

Type of Function _____

Date _____ Time: From _____ To _____

Number of Guests _____ Will Alcohol Be Served? _____ Will Food Be Served? _____

Quiet Time is from 10:00 p.m. to 8:00 a.m.

The Usage Fee of \$_____ will be charged to the Member account.

- ☐ I understand and agree to abide by the Shelter Bay Community, Inc. Rules and Regulations, Part I
- ☐ I have read and agree to abide by the Coquille Park Building Policies & Rules
- ☐ I have inspected the Coquille Park Building and understand that I am responsible for cleaning the facility after use and for any damage that might occur as a result of its use by me or my guests
- ☐ I agree to and accept full responsibility for assuring that alcoholic beverages will not be served to, nor consumed by minors, in violation of any law
- ☐ I AGREE TO BE IN ATTENDANCE FOR THE ENTIRE DURATION OF THE EVENT, OR THAT MY TENANT WILL BE IN ATTENDANCE IF RENTAL IS ON THEIR BEHALF. (not applicable for those sponsored groups which are regular users of the Park Building)

Coquille Park Rental Release of Liability, Waiver of Claims, Assumption of Risk, and Indemnity Agreement.

Furthermore, I release and hold harmless owners, agents, and affiliates of, but not limited to: officers, directors, employees, and agents of the Board of Directors of Shelter Bay Community, Inc. from any and all actions arising directly or indirectly from this use of the Coquille Park Facility during or following the event.

Member/Tenant Signature: _____ Date: _____

Approved By: _____ Date: _____

Social and Recreation Committee Use Only

Pursuant with Board policy, the Club, Group, Organization, or Event has been authorized by the Social and Recreation Committee. Usage fee is hereby waived.

Chair, Social & Recreation Committee Date

Fee Schedule

Park Building	Usage Fee
23 people or less:	\$50.00

COQUILLE PARK CLEANING/DAMAGE CHECKLIST AND CHARGES

KITCHEN AREA	Minimum Charge When Not Acceptable	PRE-EVENT INSPECTION	POST-EVENT INSPECTION
Sink, microwave are clean	\$25		
Countertops are clear of all debris and clean	\$25		

Comments on Kitchen Area:

GENERAL CLEANING	Minimum Charge When Not Acceptable	PRE-EVENT INSPECTION	POST-EVENT INSPECTION
Floors are clean	\$50		
Walls are clear with no items taped or tacked to them	\$25		
Interior is clean of any decorations	\$25		
Tables and Chairs are clean and properly stored	\$50		
Restrooms are presentable	\$25		

Comments on General Cleaning:

GARBAGE REMOVAL	Minimum Charge When Not Acceptable	PRE-EVENT INSPECTION	POST-EVENT INSPECTION
Trash cans are empty with new plastic liners in place	\$50/bag		
Exterior and surrounding grounds are clear of debris	\$50		

Comments on Garbage Removal:

SOUND SYSTEM, THERMOSTAT, & LIGHTING	Minimum Charge When Not Acceptable	PRE-EVENT INSPECTION	POST-EVENT INSPECTION
Quiet time violation reported?	\$50		
Thermostat turned down to no lower than 60°	\$25		
All interior lights turned off	\$25		
Building windows & doors closed and locked	\$50		

Comments on Sound System, Thermostat, & Lighting?



Coquille Park Building Policies & Rules

The Coquille Park Building is available for rental to members in good standing and tenants of such members for clubs, organizations, and private functions. To reserve the Coquille Park Building (hereinafter called the Building), contact the Shelter Bay Office well in advance of the date of your function. **A non-refundable usage fee, as provided by the Board approved Fee Schedule,** will be required at the time of reservation. Members will be responsible for any damage occurring during their, or their tenants, use of the Building. Rules are as follows:

I. General Information

- 1) Building is available for private functions, clubs, groups, and organizations.
- 2) Building restroom facilities are open with fob access.
- 3) **The Community Member, or the Tenant that they are reserving the Building for, must be in attendance for the duration of the function.** The Member is responsible for the conduct of their tenant and all guests attending the function.
- 4) Under no circumstances shall alcoholic beverages be sold at any function. No alcoholic beverages shall be served to or consumed by a minor.
- 5) No pets shall be permitted in the Building, except documented/certified service dogs.
- 6) The Building must be locked (doors and windows) when departing. Failure to lock the Building will result in additional charges.
- 7) The Member must pick up the key fob to the Building from the Office on the day of your function. If your rental is a weekend or holiday, a key fob must be obtained by NOON the last business day before your function.
- 8) All vehicles must be properly parked in the parking lot provided (not in private drives or along roadway in front of lots). Any vehicle improperly parked may be towed at the owner's expense. It shall be the responsibility of the Member reserving the Building to inform their guests where to park.
- 9) The Member reserving the Building is responsible for cleaning it after use in accordance with the "Cleaning/Damage Checklist" provided by the Office.
- 10) Failure to clean the Building properly will result in additional charges.
- 11) There is No Smoking allowed inside the Building.
- 12) Maximum occupancy is 23.
- 13) Coquille Park is located in a Shelter Bay Community neighborhood. Park users are to limit noise accordingly. Loud music is not allowed. Respect for neighbors is paramount. Failure to comply could result in restricted future use.

II. Reservations

Reservations are made by calling the Shelter Bay Office or submitting this Rental Agreement form. All dates are reserved on a first come, first serve basis. This Rental Agreement form must be completed and returned to the Office and the Usage Fee charged to the Member's account. Priority use of the Building shall be as follows:

- 1) Board of Directors, Committees, Manager, and Staff
- 2) Shelter Bay Committee events
- 3) Other activities authorized by the Social and Recreation Committee
- 4) Club, Group, or Organizations with no less than 60% Shelter Bay members
- 5) Private functions

You must pick up the key fob by the office on the day of your function. If your rental is on a weekend or a holiday, a key fob must be obtained by NOON the business day before your event.

III. Fees

A Usage Fee, as provided by the Board approved fee schedule, is required at the time of the reservation is requested. If the Building is not properly cleaned after the event, or any damage is noted, additional charges will be applied to the Member account. The Community Manager shall have jurisdiction over all questions in this matter. Appeals of the Manager's decision in these matters may be made to the Board of Directors.

IV. Private Functions

Coquille Park Building is available for use by all Community Members in Good Standing. A Community Member may be denied use of the Building for the following reasons:

- History of negligence concerning the Shelter Bay Clubhouse, Pool Facilities, or Coquille Park Building rules or causing damage to any Shelter Bay Community Facility.
- Other reasons deemed substantial by the Board of Directors or Manager.

The Board of Directors or Manager must approve any denials of use by a Community Member.

V. Clubs/Groups/Organizations

The Coquille Park Building is available for use by Community Clubs, Groups, and Organizations. A Member in Good Standing responsible for the club, group, or organization must complete and sign the Building Rental Agreement. The requirement that the Member signing the form must be in attendance for the duration of each function does not apply for those groups who are regular users of the Building. No less than 60% of the participants in any club, group, or organization using the Building must be members of the Shelter Bay Community.

For recurring Community Group functions, one Agreement per year will be required with an additional Agreement required for special events. The usage fee will be waived for Community Groups.

VI. Hours

The Coquille Park Building is available for private functions between the hours of 6:00 a.m. and Midnight. Quiet time must be observed after 10:00 p.m. Failure to comply will result in an additional charge. All functions must be over by 10:00 p.m. Building cleaning must be completed immediately following your function.

VII. Coquille Park Building

A copy of the "Building Checklist" is included with the Coquille Park Building Rental Agreement. It is the responsibility of the Member reserving the Building to immediately tour the facility at their first access to the Building prior to their function. It is imperative the Member thoroughly inspect the Building and note on the checklist any soiled or damaged items. Charges for damage or loss of Building property will be based on the visual inspection and review of the "checklist" by the Member. Provide a detailed report of any missing or damaged items to the Office prior to the function.

The Community **Member reserving the Building is responsible for payment of the repair or replacement of any and all damaged items.** This responsibility will remain

in effect until the Manager completes their portion of the checklist and the checklist is signed and returned to the Community Member.

- No items may be tacked or taped to the walls.
- No smoking is permitted within the Building, including restrooms.
- Television will be turned off when leaving the building.
- The use of fireworks is prohibited.
- Only flameless candles may be used.
- Glitter is not allowed in or around the premises.

VIII. Cleaning

Cleaning must be completed directly following your event. Any postponement of this requirement must be approved by the Manager or Office Staff.

Scope of Work:

- Clean tables and chairs. Return all furnishings to their proper storage space.
- Wash counters and sinks. Clean appliances; inside and out. No food is to be left.
- Clean smudges and spills from ledges, rails, walls, woodwork, cabinets, and floors.
- Sweep and mop floors.
- Remove all waste and food from the Building.
- Clean surrounding common grounds and restrooms of function related debris.
- Close all windows and lock doors.