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## Duvall Visitor and Centennial Center General Use Application Form

- *General Use Application* must be filled out and submitted 30 days prior to large events, application for meetings, 1 week prior or as space usage is available.
- All four lessee organizations must review and approve application to ensure use policy is abided by and no conflicting events are the calendar.
- In general, individuals/groups who request to use the space must be affiliated with an organization; business, non-profit, community group, and space will not be used for private parties with a non-affiliation.

Name of Applicant: Today's Date: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Group/Organization: Duvall Cultural Commission \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

- ☐ Meeting (ex: board meeting)  
☐ Is this recurring? If so, how often? \_\_\_\_\_

☐ Event

- ☐ One day/night event \_\_\_\_\_ How many people  
☐ Several days (people will flow in and out over several days)

Describe below purpose of facility use

The event will include food or drink (other than water) being served/offered:

☐ Yes ☐ No

Will the food or drink exceed basic coffee and cookies or small appetizers (dip and chips, veggies)

☐ Yes ☐ No

If yes, Describe food/beverage layout [Click here to enter text.](#)

Will anything be placed on the walls?

☐ Yes Please Describe (approval required) [Click here to enter text.](#)

Date Requested for Use: \_\_\_\_\_ Time: From \_\_\_\_\_

Reservations for space usage are made on a first come, first serve scheduling basis. Every effort will be made to accommodate any and all events and organizations scheduling for use of the facility.

To be used by Duvall Visitor and Centennial Staff only

☐ Approved Duvall Chamber \_\_\_\_\_

☐ Approved DFA \_\_\_\_\_

☐ Approved Historical Society \_\_\_\_\_

\_\_\_\_\_ Date added to calendar

The Duvall Visitor and Centennial Center operates on a “*Pick your contribution*” approach payment plan to cover building costs and upkeep. The five groups reserve the right to not accept a payment option. (example: too many volunteer hours may already be provided so options; 1, 4 or 5 may need to be used)

If the event is larger than 30-40 + people and will have food and beverage’s served in a catered-type fashion, a “Food and Beverage” damage deposit will be required of \$150.

- i. Food and Beverage defined as alcohol, prepared foods, dinners, heavy appetizers, catered, and is not your simple “cookies and coffee”.

Meetings/Small gatherings 2-4 hours in length (not all day events) PICK ONE:

\_\_\_\_\_ \$25 flat rental - *\*Food and Beverage deposit will apply as needed*

\_\_\_\_\_ Volunteer hours of 2-3 hour shifts of open hours

If this is an ongoing meeting/all year, we’d ask for hours to hours trade (negotiable)

\_\_\_\_\_ Trade work as needed by facility or service project trade.

\_\_\_\_\_ Other contributions as necessary – check with Duvall Chamber for items needed.

After Hours Large Events (40+) attendees (pick only if your event occurs after 6pm and is of large party type) PICK ONE:

\_\_\_\_\_ \$25 per hour *\*Food and Beverage deposit will apply as needed*

\_\_\_\_\_ Volunteer hours of at least 2 (3) hour shifts of open hours (several shifts may be required) If this is an ongoing meeting/all year, we’d ask for hours to hours trade (negotiable)

\_\_\_\_\_ Trade work as needed by facility or service project trade.

\_\_\_\_\_ Other contributions as necessary – check with Duvall Chamber for items needed.

Vendor type Events (40+) attendees (examples are craft fairs, vendor fairs)

\_\_\_\_\_ \$25 event feed + covering the DVC in terms of greeter hours on the day of event, generally 11-4pm.

\_\_\_\_\_ Donations needed by the DVC + covering the DVC in terms of greeter hours on day of event, generally 11-4pm.

*\*Food and Beverage deposit will apply as needed*

**Duvall Visitor and Centennial Center Public Use of Space**

**General Use Policy**

1. Building should be completely vacated at time indicated above for all-meetings and events. **initials** \_\_\_\_\_
2. Parking is allowed in front, on designated streets and in the back of the building. Please do not park blocking entrance to homes or businesses.
3. Only fund-raising events shall be allowed to have a charged, ticketed admission. **initials** \_\_\_\_\_
4. After the event/meeting, please clean the space as needed; ~~by~~ sweep, mop, dust, and vacuum all floors. If used, clean and sanitize both restrooms. Wipe down countertops and all other surfaces. Maintain and sweep the outside entrance as needed. Furniture shall be put back or put away. **initials** \_\_\_\_\_
5. After the event close all windows, turn off lights, close restroom doors and lock all exterior doors when leaving the building and place key in lock box. **initials** \_\_\_\_\_
6. Users are responsible for maintaining discipline and order.
7. All children must be supervised by an adult.
8. No candles or open flames are permitted.
9. Users must obtain written approval for anything placed on the walls.
10. Attendance shall not exceed the posted capacity of the building. **initials** \_\_\_\_\_
11. No smoking is allowed in the building. **initials** \_\_\_\_\_
12. **Building Access:** If the event is after hours, the key will be obtained from the Duvall Visitor and Centennial Center staff members. This key will be placed in a lock box, and the code will be given to the user by the staff members. **initials** \_\_\_\_\_
13. Alcohol is allowed in the building, for those 21 years of age and over, but is not allowed if attendees of the event are minors, or unless proper procedure for minor designation (wristband) is followed. Additionally, before an event (if required) the Washington State Liquor Board must be consulted and proper permitting must be obtained. **initials** \_\_\_\_\_
14. In the event there is damage to the floor, walls, counters, bathrooms or other areas of the building, the group utilizing/renting the space for use will be fully responsible to fix, repair any damage done in a timely manner. **initials** \_\_\_\_\_
15. In the event there is damage to art located within the building the group utilizing/renting the space for use will be fully responsible to fix, repair, any damage that is done to the art work in a timely manner. **initials** \_\_\_\_\_

**Return form: kpiira@hotmail.com or admin@duvallarts.com**

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

**By their signature, the APPLICANT agrees that they have read, understand, and will adhere to the rules and regulations outlined in the center's written policy - Centennial Center Public Use of meeting space 2012, General Use Policy and will exercise the utmost care with center while it's in use. The APPLICANT further agrees to reimburse the center's management for any damages arising from the APPLICANT'S use of said facilities.**