



The Mill on Lake Stevens Facility Use Policy

The Mill on Lake Stevens (The Mill) is a multi-use building located at 1808 Main Street in the heart of Old Town Lake Stevens. It houses the City Council chambers, recreational programming and rental space. The facility is administered through the Lake Stevens Planning and Community Development Department – Parks Division.

Rental Policy Statement: Rental facilities within the City of Lake Stevens Parks system are provided for public use. The terms and conditions of the Facility Use Application, Facility Use Policy and the rental fees have been set in order to protect and maintain the facility. The City of Lake Stevens does not discriminate against any participant, client, or user of any services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or disability and fully complies with the Americans with Disabilities Act (ADA).

The Mill

The Mill contains three distinct meeting spaces: The Sawyers Room (City Council Chambers), Hartford Hall and The Stack (Mezzanine). The Mill also includes a casual overlook of the Hartford Hall from The Stack as well as an outdoor picnic patio. The Sawyers Room is reserved for City Council, public meetings and City business (Monday through Thursday). There are shared restroom facilities available to all rentals accessible from the interior and exterior of the building. Electrical is available in all rooms for a maximum of 20 amps. Audio-visual equipment is available for rent. The entire building is reserved when the City hosts community events or festivals.

Intended uses:

The Mill is available for weddings, birthdays, community events and meetings, classes. The spaces are also available for corporate retreats and small conferences. All rooms include the ability for a PA system, tables, chairs and presentation materials upon request.

Reservations for the entire Mill: (Occupancy 461) Rentals are offered on a first come, first serve basis with a maximum of two-year advanced reservation. A nonrefundable reservation fee is due at the time of booking. Full Payment is due 90 days before the date of use. Rentals must be reserved a minimum of 21 days before the date needed. More lead-time is needed if alcohol will be served. For rentals made less than 90 days before the date of use, full payment of all reservation fees is due immediately and will be non-refundable

Cost: Friday and Sunday \$1300 all day 9:00am to 10:00pm

Saturday \$1800 all day 9:00am to 10:00pm

Damage Deposit (refundable): \$250 without alcohol/\$500 with alcohol

Reservation Deposit (non-refundable): \$200

Cancellations for When the Entire Mill Has Been Reserved: The person or entity executing the user agreement may cancel the rental by providing written notice to the City. If the User cancels a rental more than 90 days before the date of use, the City will return all payments made, less the non-refundable reservation fee. If the User cancels a rental 90 days or fewer before the date of use or fails to obtain any required permit or insurance by the date required, the City will retain all payments made, but will refund the damage deposit. In no circumstance may a reservation or rental be assigned or sublet.

Reservations for the Hartford Hall: (Occupancy 213) Rentals are offered on a first come, first serve basis with a maximum of two-year advanced reservation. Reservations are only accepted with a non-refundable reservation fee due at the time of booking. Full Payment is due 45 days before the date of use. Rentals must be reserved a minimum of 21 days before the date needed and more lead-time is needed if alcohol will be served. For rentals made less than 45 days before the date of use, full payment of all reservation fees is due immediately and will be nonrefundable.

The Hartford Hall Rental: The Hartford Hall is 3868 square feet and is open to the second floor. The Hartford Hall is ideal for festivals, weddings or trade shows.

Cost: Monday -Thursday \$75/hr. or \$600 all day 9:00am to 10:00pm

Friday and Sunday \$900 all day 9:00am to 10:00pm

Saturday \$1300 all day 9:00am to 10:00pm

Damage Deposit (refundable): \$250 without alcohol/\$500 with alcohol

Reservation Deposit (non-refundable): \$200

Cancellations for the Hartford Hall: The person or entity executing the user agreement may cancel the rental by providing written notice to the City. If the User cancels a rental more than 45 days before the date of use, the City will return all payments made, minus the non-refundable reservation fee. If the User cancels a rental 45 days or less before the date of use or fails to obtain any required permit or insurance by the date required, the City will retain all payments made. Only the damage deposit will be refunded.

Weekend Hourly Reservations for Hartford Hall or Entire Mill: Hourly rentals will be considered within 2 weeks of event with approval by the Director or designee at the weekday hourly rate.

The Stack Rental: (Occupancy 50) The Stack can be rented on an hourly basis when not in use for public meetings. The Stack is a 1750 sq. ft., semi-private room located on the second floor of the Mill. The Stack has an open railing to the Hartford Hall, capacity is a maximum of 50 occupants and has ADA accessibility by use of a lift. The Stack is a casual space with comfortable seating as well as tables and chairs for a classroom style setting. The space is ideal for casual meetings and informal gatherings.

Cost: Sunday-Friday \$47/hr.

Saturday \$67/hr.

Damage Deposit (refundable): \$100

Reservation Deposit: \$50

Cancellations for The Stack: Cancellations must be made 14 days in advance for full refund of reservation fees.

Sawyers Room Rental: (Occupancy 200) The Sawyers Room can be rented on an hourly basis when not being used by the City for public meetings. This room faces the park and is approximately 1500 sq. ft. The space is ideal for classroom type activities and conference space.

Cost: \$77/hr.

Damage Deposit (refundable): \$100

Reservation Deposit: \$50

Cancellations for Sawyers Room: Cancellations must be made 14 days in advance for full refund of reservation fees.

Plaza Rental: The covered plaza shelter on the outside of the building can be rented for events and is approximately 700 sq. ft. Payment is due in full at the time of reservation.

Cost: \$75/daily

Cancellations for Plaza: Cancellations must be made 14 days in advance for full refund of payment.

Rental Times: The time frame of the rental includes the time of the event and the additional time needed for set-up and clean-up and must be confirmed no later than 15 days before the event.

Check in/Check-out: The User must check in with City staff before use and must perform a walkthrough to become familiar with the facility. The User accepts the condition of the facility upon taking possession. The User must check out with City staff at the conclusion of the use and must perform a walkthrough once cleaning is substantially completed to identify any necessary additional cleaning or damage to the facility. If staff is not available, the User is responsible to follow the cleaning and closing checklist, which will be verified by city staff. The User is responsible for returning the facility to its pre-event condition (excepting normal wear and tear) including removing all items.

Assigning or Subletting: In no circumstance will the reservation or rental be reassigned or sublet.

Partnerships: On occasion, the City may partner with non-profit agencies or service clubs to provide recreation services or events that enrich the lives of the community. The pricing for rental venues may be reduced if this is the case. Agencies wishing to request this must complete an application that can be obtained in the Permit Center located in City Hall or online at www.lakestevenswa.gov.

Recurring Rentals: Rental of the facility is limited to once a month up to three months in advance unless approved under a written agreement and approved by the Director or designee. If city

business arises and use of the space is required, the rental may be cancelled on short notice. Storage of supplies or any group items is prohibited.

Insurance: Insurance requirements will be evaluated on a case by case basis and the City may waive this requirement. Additional event insurance may be required when renting the facility if your event is including but not limited to:

- Serving alcohol
- Has 200 or more people
- Deemed to be high risk
- Open to the public

Audio Visual Needs: Use of City owned audio-visual equipment requires an experienced staff person to be present at your event. Charges will be on an hourly basis and due before your event.

Smoking/Vaping: This is a non-smoking/vaping facility.

Cleaning: Spaces rented shall be cleaned by the conclusion of the rental. All floors swept and mopped, and all garbage dumped in the dumpster located at City Hall. All recyclables must be deposited in marked dumpster located at City Hall. All floors must be cleaned of any marks or debris at the conclusion of the rental. A check list will be provided to you that must be filled out at the conclusion of your rental.

Patio Heater: Use of patio heaters must be arranged in advance. No pop-up tents are allowed under the covered areas.

Motorized or Non-Motorized Vehicles: No motorized or non-motorized vehicles, bicycles and skateboards, roller-skates/blades, hover boards allowed.

Stage: Use of a stage for your event must be approved by the director or designee. Depending on the size and configuration of the stage, L&I or Building Official approval may be necessary.

Firearms and Explosives Prohibited: Pursuant to LSMC 10.03.100 Firearms and explosives including fireworks are prohibited unless permitted under LSMC 9.64.030 in a public display.

Furniture Provided: The furniture provided does not include City Council tables or chairs.

BBQ's: Charcoal and gas grills are not allowed without approval by the Director or designee.

Decorations: Decorations, pictures, signs, notices, posters, displays, or exhibits of any type may not be attached to the walls in a manner that would damage the surface in any way such as staples, tacks, nails or tape. Only approved painters' tape or putty may be used. The use of any form of confetti, rice, glitter, bird seed, silly string, sparklers, fireworks of any kind, Chinese lanterns or party favors that leave debris behind is not allowed in or around the facility including marking on windows. The rental is for the interior space of the specified room rental, decorations on the exterior of the building are not allowed. Any evidence of prohibited decorations or prohibited methods of attachment forfeit all damage deposit and the City may immediately terminate use. No decorations attached to the fans or any part of the fire suppression systems. The area may be decorated for the holidays by the City from Thanksgiving to New Years.

Elevator for The Stack: The lift provided is for ADA accessibility.

Third Party Vendors: If utilizing third party vendors, please fill out and return the Third-Party Vendor Form at least 45 days before your event or immediately if the date of use is within 45 days. The City reserves the right to reject third party vendors based on experience.

If serving alcohol

- **Applicant must have a Washington State Banquet Permit or Special Occasion License, and have it prominently displayed in the rental facility.**
- **Applicant will be required to obtain special event insurance if serving alcohol at the rental event.**
- **Applicant is aware alcohol is strictly limited to beer, wine and/or champagne, and that service of hard alcohol (over 15%) will result in immediate termination of the event with no refund.**

Failure to fully disclose all information or providing false information will result in the forfeiture of all fees and cancellation of event.

Appropriate License: The event must secure a Banquet Permit or Special Occasion License (as appropriate for the event) from the Washington State Liquor and Cannabis Board at least 15 business days before the date of use if alcohol will be served or distributed. The User is solely responsible for strictly complying with all requirements of such permits and all federal, state, and local laws, rules, regulations, health codes, and ordinances applicable to the service of alcohol at the facility. The User is solely responsible for ensuring that only persons who are of legal age are permitted to consume alcohol at the facility. The City of Lake Stevens is not responsible for the supervision or monitoring of the activity taking place at the facility and any City employee on site is solely present as a facility monitor. However, if a City employee observes any of the conditions of this Facility Use Agreement or state liquor laws or regulations being violated, the City may immediately terminate the event and may request that local law enforcement respond.

AT PRIVATE EVENTS BEER, WINE, CIDER AND CHAMPAGNE ONLY. USE OR POSSESSION OF HARD LIQUOR (i.e., ANY LIQUOR EXCEEDING 15% ALCOHOL BY VOLUME) WILL RESULT IN IMMEDIATE TERMINATION OF THE EVENT. ON THE DAY OF THE EVENT THE LICENSE MUST BE PRESENT AND DISPLAYED WHERE ALCOHOL IS BEING SERVED.

Insurance Requirements: The User shall procure and maintain, for the duration of the use or rental period, insurance against any and all claims for injuries to persons or damage to property which may arise from or in connection with the use of the facility and the activities of the User and his or her or its guests, representatives, employees, and volunteers. For athletic events, the General Liability insurance shall include coverage for “participant liability” with limits of not less than \$1,000,000 per occurrence, \$1,000,000 aggregate. The insurance policy shall contain or be endorsed to reflect that the Applicant’s insurance coverage shall be primary insurance in respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the applicant’s insurance and shall not contribute with it. The Certificates of Insurance and additional insured endorsements shall be furnished to the City before use of the facility. If the User maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the User, irrespective of whether such limits maintained by the User are greater

than those required by this Agreement or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the User.

- A. The User's maintenance of insurance as required by the Facility Use Agreement shall not be construed to limit the liability of the User to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
- B. The User is required to procure, at its own expense, General Liability insurance at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations, and contractual liability. The City of Lake Stevens shall be named as an additional insured on the User's General Liability Insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The endorsement shall add "The City of Lake Stevens, its officials, officers, employees, agents, and volunteers" as additional insureds. The General Liability insurance shall be written with limits not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- C. The User shall additionally procure and maintain, for the duration of the use or rental period, Liquor Liability insurance in the amount of \$1,000,000 each occurrence. The City is to be named as an additional insured on the Liquor Liability insurance policy using the same additional insured language identified above. Host liquor liability coverage may be substituted when alcohol is consumed and not sold at the facility with the prior written approval of the Director.

The City of Lake Stevens shall not discriminate in the use of facilities or programs on the basis of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age, handicap, honorably discharged veteran or military status, status as a mother breastfeeding her child, or the use of a trained dog guide or service animal by a person with a disability. In addition, neither the City nor a third party receiving a lease or permit from the City shall discriminate based on sex in the operation, conduct, or administration of community athletic programs. Persons having questions or wishing to file a complaint regarding this policy may contact the City's Human Resource Director. Persons requiring a reasonable accommodation for a disability may contact the City's Human Resources Director. For more information, please contact 425.622.9400.