



## The Mill Facility Use Policy

**Rental Limitations:** The user(s) may utilize the space(s) and equipment as specified in the rental agreement. The use of non-rented parts of the facility, even if empty, is not permitted. This policy provides examples, not comprehensive lists, and failure to follow the rules as intended will result in penalties. Final decision of what is permitted belongs to the Parks & Recreation Director.

**Penalties:** Failure to abide by the conditions in this policy, the Facility Rental Policy, the City of Lake Stevens Alcohol at Events Policy, or any other state, county, or municipal code will result in immediate termination of the event and forfeiture of all rental and security deposit fees paid. Additional fees may be assessed.

**Check-in:** The user must check in with City staff 15 minutes before the contracted rental start time. Check-in may not be waived. The user may delegate to a single-person proxy, the use of which must be confirmed in writing with city staff at least 7 days before the event. During check-in, staff and user will walk through the facility, document any facility condition issues on the post-event checklist, and accept the condition of the facility before use.

**Security Deposits:** Damage to the facility, breakage of furniture, missing items, failure to return the facility to the condition accepted at the time of walkthrough, failure to treat City staff respectfully, or vacating the premises after the contracted rental time will result in forfeiture of any security deposit.

**Staff:** City staff will respond during the event to support the user's facility use and may enter the facility at any time to provide support and ensure compliance with all rental rules and guidelines. Staff will not serve, secure, decorate, or perform event functions on the user's behalf. Users, guests, and third-party vendors must treat City staff politely and follow their directions. Staff will conduct a walkthrough after the event to assess the condition of the facility and verify the post-event checklist.

**Permits:** All necessary permits must be displayed during the entirety of the event. Each room has a holder designated for permit display.

**Food Service:** If a group or individual(s) provide food within a City facility, they assume all responsibility for the preparation, serving and consumption of it. Kitchen equipment like ovens, frypans, fryers, commercial warming lamps, etc. are prohibited. Sterno fueled warmers are permitted, other warming devices utilizing open flames are prohibited.

**Furniture:** The furniture provided includes the gray tables and chairs located downstairs at the end of the hall and in the closet in The Stack. Users of Hartford Hall may use the wagon as a display station or may relocate it outside under the overhang, as desired. Furniture can only be used from the rooms reserved.

**Cleaning:** All rented spaces must be returned to pre-event condition. All items on the post-event checklist and City staff notations and observations must be completed before check-out.

**Fire Safety:** Enclosed candles (hurricane glass or vase with at least 1 inch of glass above the flame) are allowed. Décor items may not touch or hang over the glass holder. Candelabras (unless with use of battery-operated candles) are prohibited. No decoration may be attached to the heating units or any part of the fire suppression system. The use of fog/bubble machines, or smoke/residue-generating devices

indoors is not allowed. Explosives, including fireworks, are prohibited inside the Mill. Sterno fuel in the original containers is allowed as part of a food warming system.

**Electrical** Amperage loads must not exceed 20 amps per circuit. Unless otherwise noted, each room is one circuit. There is one 30-amp circuit for use in Hartford Hall. The City is not responsible for any circumstances that occur due to excessive amperage loads placed on the system.

**Entertainment/Amplified Sound:** All entertainment must end by 10:00 pm. Any acoustic or amplified sounds outside of the facility requires prior permission from the Director or designee or permission. All entertainment, or activities, must not be a nuisance to surrounding park users.

**Stage:** Use of a stage for your event must have prior approval and the footprint must be documented in the rental agreement. Depending on the size and configuration of the stage, a permit with inspection may be necessary.

**Shared Spaces:** Facility users should not interfere with each other. Restrooms and other cleaning supplies are shared with all facility users.

**Lift for The Stack:** The lift provided is for ADA accessibility use only. Unauthorized use is strictly prohibited.

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

**Check-out:** The user must leave all loaned equipment in the black cleaning cabinet outside the Sawyers Room. Users must vacate the facility by the contracted rental end time, as noted on the post-event checklist. Personal items left after the event will be handled as outlined in the Parks & Recreation Lost and Found policy.

**Audio Visual Needs:** Staff will assist in troubleshooting City-provided A/V equipment and will not handle or assist with outside equipment except in an advisory capacity.

**Animals Prohibited:** No animals, other than official service animals, are permitted indoors at facilities.

**Parking:** Users may park in designated areas on Main Street, on Mill Spur, and in non-employee/fleet spaces in the City Hall/Permit Center parking lot.

**Motorized or Non-Motorized Vehicles:** No motorized or non-motorized vehicles or hoverboards are allowed in the building.

**Activities and decorations:** Users may decorate the facility with the following limitations:

- Decorations affixed to the exterior of the building are not allowed.
- Items may not be attached to the walls, posts, windows, or other facility structures in a manner that would damage the surface in any way such as staples, tacks, nails, or high-tack tape like packing tape. Low-tack tape or reusable/museum putty may be used for decorating purposes on non-painted surfaces and must be completely removed at the end of the rental. The use of freestanding decorations and table décor is recommended.
- Items attached to the glass on the garage doors or wrapped around the wood posts should be no heavier than 5 lbs. The use of any item, including decorations or activities, that leaves debris behind (confetti, rice, glitter, birdseed, silly string, etc.) is not allowed in or around the facility.
- Drawn art or markings on windows, decorations attached to the ceiling fans, fire suppression system, or City-installed decorations, or alteration or removal of City-installed decorations is prohibited.

*The City of Lake Stevens reserves the right to change the rules and regulations as stated herein without prior notice.*