

**Bruce E. Hagensen
Community Room**

Use and Rental Policy

Effective January 01, 2009

*Thoroughly read this document.
Changes have been made to our policy and
will apply to all rentals made after 01/15/09.*

Water Resources Education Center

4600 SE Columbia Way
P.O. Box 1995
Vancouver, WA 98668

Phone: (360) 487-7111 FAX: (360) 693-8878

Email: vanwrec@ci.vancouver.wa.us

www.cityofvancouver.us/watercenter



**Vancouver
Public Works**
Serving our Community

AVAILABILITY

The community as described below can schedule the Community Room for use. All other areas within the Water Center are open to the public free of charge 9 a.m. to 5 p.m., Monday through Saturday. The Center's Exhibit Hall and Theatre may be rented after normal business hours.

USER CATEGORIES

Water Education Activity: An activity for which the primary focus is education about our water resources and that supports the mission of the Water Center. These events must be pre-approved by Water Resources Education Center (Water Center) staff. The Water Center must be a partner with the event user and of the event.

Community Meetings: Meetings on topics of general interest to the community at large, designed for the greater Vancouver/Clark County area community to attend free of charge. The meeting must be advertised or promoted in local publications and a copy of the meeting notice must be submitted to the Water Center at least two weeks prior to the event.

Non-profit/Government/Schools: Groups, organizations and/or agencies with tax exempt status, which sponsor activities for the good of the Vancouver/Clark County community and do not generate a profit. These meetings may or may not be open to the public. No fees may be collected at the event. Fund-raising events are charged at the private rate.

Business Meetings: Vancouver/Clark County business meetings held 9 a.m. to 5 p.m., Monday – Friday. Holiday parties and meetings after normal business hours will be charged at the private rate.

Workshops: Workshops for three or more consecutive days. Groups will be charged a 12-hour-per-day rate (excluding last day, which will be charged for actual hours used) to eliminate setup and takedown on a daily basis (This consideration is offered so that the room is not booked for evening rentals to prevent nightly takedown.)

Private: Birthdays, anniversaries, wedding receptions, banquets, class reunions, fundraisers, etc. All wedding receptions need to be catered using caterers approved by the Water Center. *Note: We are not equipped for wedding ceremonies.

SCHEDULING AND FEES

- Rental reservations are accepted one year in advance and no less than two weeks in advance of the event date. Reservations are taken on a first-come, first-serve basis and a rental down payment must be received to hold the reservation.
- There is a two-hour minimum rental time.
- We accept checks, Visa/MasterCard, local purchase orders and cash. **Payment for non-profit group rentals must be made with a business check from the organization.** We cannot accept a check on a personal account for the non-profit group rental rate.
- The community room is available:
 - 8 a.m. to midnight, Monday through Friday
 - 9 a.m. to midnight, Saturday and Sunday
- The Community Room may be scheduled for groups of 40 to 150 seated at tables and can accommodate up to 180 people seated theater style.
- The Water Center is not available to rent on the Fourth of July, Thanksgiving Day, Christmas Eve and Day, and New Year's Eve and Day.
- The Community Room is not for casual use or routine meetings such as weekly, monthly or quarterly meetings. We reserve the right to limit the number of times that users schedule in a given year.
- The Exhibit Hall and Theater may be rented after 5 p.m. Monday through Saturday and all day Sunday for an additional fee. The Water Center does not have daycare staff. Puddles Place play area is designed for children less than 5 years of age. Children must be accompanied and supervised by an adult.

HOURLY RATES

Water Education Activity	No Charge (Pre-approval by Water Center staff required)
Community Meeting	No Charge (Pre-approval by Water Center staff required)
Non – profit/Government/Schools	\$30 per hour
Business Meeting	\$110 per hour
Workshop	\$25 per hour (three or more consecutive days, 12 hours a day minimum)
Private	\$185 per hour
Exhibit Hall or Theater	\$30 per hour after 5 p.m., Monday through Saturday and all day Sunday

All rentals after 5 p.m. will be charged an additional \$15 per hour to cover staff costs. This fee also applies to “NO CHARGE” events.

RENTAL DOWN PAYMENT

- **A 25 percent non-refundable down payment must be made at time of booking to confirm rental.**
- The balance must be paid no later than the first day of the month prior to your event. (Example: If your event is in December, final payment is due no later than November 1.)

DAMAGE / SECURITY DEPOSITS

- **A \$200 refundable damage and clean-up deposit is required for all groups and due at time of booking.**
 - Deposit will cover any damage, including spills on carpet. It will also ensure that the room is returned to its original condition and layout, all equipment and furniture are returned to closets, room vacuumed if necessary, kitchen is clean, tables and chairs are wiped, garbage and recycling removed from room and placed in appropriate outside bins.

CANCELLATIONS AND REFUNDS

- **25 percent of the room rental fee is NON-REFUNDABLE in the event of a cancellation.** All other fees and deposits will be refunded for cancellations made 30 days prior to the date of the event. A cancellation fee of 25 percent, based on comparable regular rates, also applies to “No Charge” events.

USE CONDITIONS

Applicants understand that the City of Vancouver and Water Resources Education Center programs have priority over other groups when scheduling the facility. The City of Vancouver reserves the right to cancel an event due to emergencies or other reasons outside of our control.

General

- The user will sign a facility use agreement, which is a binding legal contract. The user accepts responsibility for any injury to persons or property resulting from user actions. The user agrees to reimburse the City of Vancouver for any damages to city property or costs incurred as the result of user actions.

Food

- The kitchen is equipped with sinks, shelves, refrigerator, warming oven and microwave oven.
- User may provide any additional food service equipment, such as utensils, dishes or linens. Cooking appliances, such as hot plates and crock pots, are not permitted.
- Self-service coffee and tea with cups and condiments are available from the Water Center for an additional cost.

Amplified Sound

- Sound levels must be controlled so as not to interfere with other activities at the Water Center. Amplified music cannot be played until after normal business hours. A lectern microphone is supplied with room use when needed and wireless or lapel microphones are available for checkout with deposit.

Community Room Equipment

- The Water Center Community Room is a wireless internet site.
- Portable lectern with an attached microphone and equipped with a laptop connection to an overhead LCD projector that supports your use of PowerPoint or similar presentations or our VCR/DVD/CD player and document camera. **You must supply your own laptop computer.** Screen mounted on south wall.
- Tables/chairs: 30 – 3' x 6' rectangle tables; 10 - 5' round tables; 10 - 18" x 6' rectangle tables; and 180 chairs.
- Easels, white boards, free standing 6' high panels to display materials or use as room dividers.
- A **\$250 refundable deposit** is required for use of a wireless and/or lapel microphone.
- Dance floor (12' x 18') - **\$216**
- The user will provide any office equipment, flip charts, computers or additional audio-visual equipment. Photocopies are available at 15 cents per copy.

Insurance

- Proof of individual liability coverage and/or special events liability coverage may be required.

SET UP AND CLEAN UP

- **All deliveries and removal of delivered items for your event must be within your reserved rental time. No items may be left onsite to be picked up at a later day/time.** Center staff must be notified in advance of any deliveries.
- The user is responsible for setup and cleanup. The community room must be returned to its original condition. Cleanup includes wiping table tops, sinks and counters, sweeping floors and mopping up spills, vacuuming if necessary and removal of all trash. The Water Center encourages recycling and provides separate containers. This must be completed within the reserved rental time.
- Any decorating for an event must be done within the rental time period. Only ribbon or string may be used for attaching decorations. Special hangers are provided to hang decorations from wood trim.
- **No tacks, tape, staples, wire or putty is allowed. No confetti, glitter, throwing of rice or birdseed indoors or out. No releasing of animals such as doves or butterflies into the environment. NO BALLOONS ALLOWED!**
- **Use of candles requires approval from the Water Center, PRIOR to your event.**

ALCOHOL POLICY

- The Water Center must be notified prior to the event if alcohol will be served.
- An approved caterer or server is required if serving alcohol. See caterer list.
- **Beer, champagne and wine only.** All alcohol must stay inside the Community Room.
- Alcohol is not permitted during the Water Center's normal business hours.

Water Resources Education Center

4600 S.E. Columbia Way Vancouver, WA 98661 / 360/487-7111

DIRECTIONS

From I-5 northbound or southbound: take the Camas Highway 14 exit. Within a quarter of a mile, take Exit 1 (Vancouver Nat'l Historic Reserve). Turn right (south) at foot of ramp. Travel under the railroad berm. At the traffic signal, turn left (east) onto Columbia Way. Continue along Columbia Way past Marine Park. At the traffic circle, turn left (north) and follow the drive. Parking is available.

From I-205 northbound or southbound: take the Vancouver Hwy 14 exit. Travel approximately four miles to Exit 1 (Vancouver Nat'l Historic Reserve). At the traffic signal, turn left (east) onto Columbia House Blvd. Proceed parallel to Hwy 14 and stay in the middle lane to the highway underpass intersection. Travel under the railroad berm. At the traffic signal, turn left (east) onto Columbia Way. Continue along Columbia Way past Marine Park. At the traffic circle, turn left (north) and follow the drive. Parking is available.

From downtown: travel toward the river (south) on Columbia Street. Proceed under the I-5 bridge and continue on Columbia Street which will become Columbia Way. Travel through the intersection and continue along Columbia Way past Marine Park. At the traffic circle, turn left (north) and follow the drive. Parking is available.

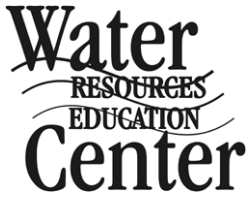


2009 CATERING LIST

These caterers are approved to cater events at the Water Resources Education Center.

Acorn Deli Joellen Fixel 2501 SE Columbia Way #270 Vancouver WA 98661 / 360.696-8550 <i>Beer & Wine Service Available</i>	Applewood Catering Peter Gallin 9412 NE 164th Avenue Ste 11 Vancouver WA 98684/ 360.882-3725 <i>Beer & Wine Service Available</i>	Artistic Catering Kathryn Ann Ross 501 NE 135 th Vancouver WA 98685 / 360.573-4949 <i>Beer & Wine Service Available</i>
Beaches Restaurant & Bar Mike Barrett & Ali Novinger 1919 SE Columbia River Drive Vancouver WA 98661 / 360.699-1592 <i>Beer & Wine Service Available</i>	Bill's Chicken & Steak House 2200 St Johns Blvd Vancouver WA 98663 / 360.695-1591 <i>Beer & Wine Service Available</i>	Bruchi's Cheesesteaks & Subs Rhonda Willey 6115 NE 114 th Ave Vancouver WA 98662 / 360.882-8823
C & L Catering Liz Carlston 2854 NE 65 th Ave Ste D Vancouver WA 98661 / 360.694-3608 <i>Beer & Wine Service Available</i>	Chartwells / Evergreen School District 114 2205 NE 138 th Avenue Vancouver WA 98684 / 360.604-3956	For The Grill of It, LLC Bill Harris 4411 E 15 th Street Vancouver WA 98661 / 360.693-3083
Harvest Moon Catering LLC Linda Varney PO Box 213 Brush Prairie WA 98606 / 360.892-2092	Hawaiian Café Patrick Chang 316 SE 123 rd Avenue D-1 Vancouver WA 98683 / 360.885-0881	Hula Boy Charbroil Randy Chang 7516 NE 14 th St Vancouver WA 98664 / 360.859-3954 <i>Beer & Wine Service Available</i>
Ibecka Kathy Hewett 9106 NE Hwy 99 Vancouver WA 98682 / 360.573-7722 <i>Beer & Wine Service Available</i>	Kitchen Goddess Elaine Low 6311 NW Firwood Drive Vancouver WA 98665 / 360.418-2621 <i>Beer & Wine Service Available</i>	My Friends & I Lana Jackson PO Box 1314 Vancouver WA 98666 / 360.695-2164 <i>Beer & Wine Service Available</i>
Nicolette's Catering Niki Davis 4607 NE 59 th Ave Vancouver WA 98661 / 360.906-0039	Powerhouse Eatery Ed Fowler 1200 Fort Vancouver Way Vancouver WA 98663 / 360.992-3248	Safeway Custom Catering 11919 N Jantzen Avenue Portland OR 97217 / 503.247-7987
Sweet Pea Catering Kristen Tatkovski 2714 "H" Street Vancouver WA 98663 / 360.904-0625	Tommy's Catering For You Tommy Wright 4401 NE 99 th St Vancouver WA 98665 / 360.256-7853	Tommy O's Tom Owens 801 Washington Street Vancouver WA 98664 / 360.694-5107 <i>Beer & Wine Service Available</i>
All Affairs Catering Kathie Miletich 5901 NE 232nd St Battle Ground WA 98604 / 360.687-6398	Delicious Dishes Catering Regan Waugh 2204 NW 128 th St Vancouver WA 98685 / 360.903-3835 <i>Beer & Wine Service Available</i>	Black Label Catering Brendan Raihala PO Box 933 Portland OR 97207 / 503.686-0536
Duck Tales Kitchen Steven and Jane Waddle 612 N Devine Rd Vancouver WA 98661 / 360.735-7932 <i>Beer & Wine Service Available</i>	Jo Foody's Jodell Hinojosa 615 W 6 th St Vancouver WA 98660 / 360.607-3281	The Restaurant at the Historic Reserve 1101 Officer's Row Vancouver WA 98661/ 360.906-1101 <i>Beer & Wine Service Available</i>

List updated 06/21/2010



4600 SE Columbia Way, Vancouver, Washington 98663
Mailing Address: P.O. Box 1995, Vancouver, WA 98668-1995
Phone: 360.487-7111 Fax: 360.693-8878

Water Resources Education Center Reservation Form and Facility Use Agreement

Please complete this form and return it to the Water Center along with the required deposit and 25 percent of the total amount due. If use is cancelled by the renter, the 25 percent will be retained as a cancellation fee. A cancellation fee of 25 percent, based on comparable regular rates, also applies to "No Charge" events. We accept Cash, Check, Visa/Mastercard and Local Purchase Orders.

Requested Date and Time: (Be sure to include sufficient time for set-up and clean-up)

The Water Center is not available before 8 am Monday – Friday / Saturday and Sunday – 9 am.

Date: Check in time: Check out time am/pm Total hours:

Time event begins/ends AM/PM: to Number of people:

Name of Group (Renter):

Event Name:

Purpose of Rental:

Contact person: Name: Email Address:

Telephone: (Work) (Home) (Fax)

Billing Address: (City) (State) (Zip)

TAX ID NO. 501C3 Organization YES NO

Type of group, check one. Please note: For non-profit rate, group must remit payment with organization name imprinted on check.

Water Education Activity Community Meeting Non-profit/Government/School Business Meeting

Private Workshop (3 or more consecutive days with a minimum of 12 hours per day)

Name of Caterer: Caterer serving alcohol? Yes No

Please mark all equipment needed: (No charge unless indicated.)

Dance Floor (\$220) Wireless / Lapel Microphone (\$250 refundable deposit) Projector Document Camera
Coffee Service (\$5.40 for two air pots - 10 cups per pot, cups and condiments) VCR/DVD/CD Player Easels/whiteboards (4)

I, the undersigned, acknowledge that I have received a copy of the Water Resources Education Center Use and Rental Policy, agree to the terms and conditions contained therein, and will assure that all those attending abide by the use conditions. User agrees to indemnify, defend and hold harmless the City of Vancouver, its officials, employees and agents from any and all liability, claims, suits or judgments, including attorney fees, arising out of the use of the Water Resources Education Center.

Signature of user: Date:

Remittance Address: Please include group name and date of event on your check. City of Vancouver
Attn: Water Resources Education Center
P.O. Box 1995
Vancouver, Washington 98668-1995