



# PUYALLUP RECREATION CENTER

## FACILITY RENTAL INFORMATION

### Rental Procedures

1. Reservations must be made through the Puyallup Recreation Center.
2. A completed rental agreement must be submitted with the appropriate deposit to secure your date.
3. Prioritization is first come, first served. Reservations are on a space available status with recreation programs having priority.
4. The person requesting the reservation must be at least 21 years of age and plan to be present at the event. The applicant will be responsible for all aspects of the use, including payment of fees and deposits, as well as for any damage to equipment or property above and beyond the deposit.
5. Allow time for set up/decorating and clean up within your reservation time.
6. Appropriate certificates of insurance with minimum coverage limits may be required from user organizations, sponsors, hosts, and/or caterers, depending on the type of event proposed.

### Payment Procedures

1. Single date rentals will require the total rental fee upon booking the reservation.
2. Rentals requesting several dates must pay the total rental fee before the rental dates can be reserved.
3. The damage deposit will be refunded following your event provided there are no damages to the equipment or building as a result of your use. If the Recreation Center staff determines there has been any damage or clean up issues, the renter will be contacted within two working days to discuss damage/clean up issues. Any damages or clean up costs, if above the original deposit amount collected, will be the renter's responsibility, with the renter being invoiced by the City of Puyallup. (See additional clean up rates pg. 3)
4. If your deposit is made by check or cash, a refund check will be sent to the renter. It normally takes 2-3 weeks to process the refund and have the check sent. If your deposit is made on a credit or debit card, your refund will be credited back.
5. Requests for refunds of the rental amount will be given only if notification of the event cancellation is given 48 hours or more in advance of the event date. An administration fee of \$10 will be charged to all rental refund requests.

### Set Up & Clean Up

1. Depending on availability of the building, additional hours for set up may be available.
2. Puyallup Recreation Center staff will be on site to set up tables and chairs as per arrangement provided by renter.
3. Puyallup Recreation Center staff will also be responsible for set up of all city owned audio/visual equipment.
4. Renter will be responsible for clean up at the end of the event to include: Removal of all decorations, trash placed in trash bags and general pick up of facility.
5. Puyallup Recreation Center staff will be responsible for take down & removal of tables and chairs and all city owned audio/visual equipment.

# PUYALLUP RECREATION CENTER

## GENERAL INFORMATION

808 Valley Ave NW  
Puyallup, WA 98371

Contact: Puyallup Recreation Center  
(253)841-5457 Office

### Capacity

Gymnasium: (athletic activities only)	465
Centennial Room:	55
Conference Room:	12
Memorial Center Gym	360
Memorial Center Room 200:	75

### Price Range

Varies according to event, date, number of hours

### Catering

Select an off-premise caterer of your choice.

### Types of Events

Meetings, seminars, company parties, memorial services, birthdays, anniversaries and more...

### Availability and terms

Reservations are accepted up to 3 months in advance.

- Single date rentals will require the total rental fee upon booking the reservation. A refundable damage deposit is required.
- Rentals requesting several dates must pay the total rental fee before the rental dates can be reserved. A refundable damage deposit is required.

### Description of Services and Facility

**ADA:** complies with all ADA regulations

**Services:**

- **Seating:** chairs and rectangular tables provided
- **Decorations:** we are flexible and happy to review renter's plan
- **Clean Up:** renter must provide clean up

# PUYALLUP RECREATION CENTER

## FEE SCHEDULE

	<b>Resident</b>	<b>Non-Res.</b>
PRC Gymnasium (7,100 sq.ft.)	\$46/hr	\$55/hr
½ Gymnasium (3,550 sq. ft.)	\$24/hr	\$29/hr
Centennial Room (900 sq. ft.)	\$24/hr	\$29/hr
Conference Room (230 sq. ft.)	\$24/hr	\$29/hr
Memorial Center Gymnasium	\$61/hr	\$77/hr
Set up/Clean up hours	Same rate as rental	
Damage Deposit – per use (refundable)	\$150.00 (Class Room)	
City of Puyallup Meetings	No charge	
Puyallup School District	No charge (staffing charge if after operating hours)	
Commercial Use	Negotiated	

In the event that extra staffing is required to adequately supervise the facility and event, the renter will be charged \$15.00 per hour per additional staff member. This decision will be at the discretion of the Parks and Recreation Manager or their designee.

### **FACILITY HOURS OF OPERATION**

6:00 a.m. to 8:00 p.m. Monday through Friday

8:00 a.m. to 6:00 p.m. Saturday and Sunday

The facility is available for rent beyond the normal hours of operation. Facility rentals outside of the normal facility operating hours will be charged additional staffing fees.

\*\*Fees and Availability are subject to change\*\*

**The Puyallup Recreation Center is not available for rental on Thanksgiving Day, Christmas Day, New Years Day and Easter.**

# PUYALLUP RECREATION CENTER

## GENERAL FACILITY RULES

- **Smoking is prohibited in the Puyallup Recreation Center by City Ordinance. Violators may be cited.**
- Assistance animals only permitted in the Recreation Center. Any other requests to have animals in the facility must be approved by the Parks & Recreation Manager. Requests must be submitted in writing a minimum of 30 days prior to the event.
- Appropriate certificates of insurance with minimum coverage limits will be required from user organizations, sponsors, hosts, and/or caterers, depending on type of event proposed. Additional insurance requirements may apply if the event involves athletic participants.
- Exits may not be blocked by tables, chairs, staging, decoration etc.
- **Decorations must be approved by Recreation Manager or designee prior to the event.**
  - \*No rice, birdseed, confetti or glitter allowed inside or outside the facility.
  - \*No open flame decorations permitted.
  - Decorations can be floor mounted, on tables, or taped to wall (painters tape only)
  - **\*Do not use tacks, nails etc. on walls, floors, chairs or tables.**
  - \*All decorations must be removed before departure.
  - If balloons are used they must be must tightly secured and removed at the end of the event.
- Do not tamper with circuit breakers, Audio/Visual equipment, HVAC, light plugs or restroom fixtures.
- No outside banners advertising events except where specifically designated or provided for such purpose.
- Monitor the actions of your guests. Make sure that the facility and equipment are treated respectfully.
- Work with the staff to ensure that facility and all equipment, etc. are left as they were found upon arrival.
- Please monitor children. Children under the age of 12 must be supervised by an adult at all times.
- At the discretion of the Parks and Recreation Manager, renters may be required to provide security personnel for their event. (See special requirements below).

### **Requirements for Security or Additional Staffing**

- **Events with over 150 people will require an additional staff person at the rate of \$15.00 per hour.**
- **If the event requires security, it must be provided by an off-duty Puyallup Police Officer and all cost for the security will be paid by the renter. The renter must arrange security for their event with the Recreation Center Manager.**

# PUYALLUP RECREATION CENTER EVENT CLEAN UP CHECKLIST

Event Date \_\_\_\_\_ Person in charge of cleanup \_\_\_\_\_

## Floors

\_\_\_\_\_ All spills of any kind must be mopped up.  
All trash must be picked up.

## Garbage

All trash must be picked up and placed in a garbage receptacle.  
(Additional trash can liners can be obtained from staff.)

## Other

\_\_\_\_\_ All decorations and items you may have brought into the Recreation  
Center must be removed.

\_\_\_\_\_ Drinking fountains must be clean and free of food items.

All tables and chairs should be wiped down.

### **Additional Information**

- Cleaning products can be obtained from Recreation Center staff.
- Walk through the facility with the Recreation Center Attendant prior to leaving to ensure that clean up is complete.
- *The goal is to leave the Recreation Center in the same condition as it was prior to your use. This checklist outlines the minimum requirements that you are responsible for.*

*Smoking is prohibited in the Recreation Center and in the Puyallup Valley Sports Complex and park adjacent to the Center by City Ordinance.*

Clean up Completed by: \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date \_\_\_\_\_

\*Failure to adhere to these guidelines may result in partial or full loss of security deposit.

## **PUYALLUP RECREATION CENTER EQUIPMENT**

The following equipment is available @ no additional charge for rentals:

- 12 – 30" X 72" Rectangular Tables
- 75 – Stacking Chairs
- 1 – DVD Player
- 1 – Projector Screen
- 1 – 42" TV

NOTE: There is no kitchen available in this facility.