Q: Can I check room availability online?
A: You will need to call the Rosehill Community Center at 425.263.8180 or send an email to recreation@ci.mukilteo.wa.us to check availability.

Q: How many people can the Point Elliott Room accommodate?
A: The Point Elliott Room can accommodate up to 216 guests at 60” round tables or up to 450 auditorium-style.

Q: How far in advance can I reserve rooms at the Rosehill Community Center?
A. Point Elliott Room:
Effective January 2014, the lottery process for renting the Point Elliott Room for events in 2015 will be as follows: The lottery will be held the first Wednesday of each month for all dates in that month in the following year. The only exception is January 2014; the lottery will be held on January 8, 2014. The lottery will be held in the evening at 6:30pm at the front desk at Rosehill Community Center, 304 Lincoln Avenue, Mukilteo, WA, 98275. Applicants must come prepared to submit an application and make payment. Only one person from each rental party may draw a number. We will start the bookings with the lowest number drawn. You will be asked to wait while we take care of each booking. Dates not booked at the time of the lottery become available to book one year to the date.

The lottery will be held: Wednesdays: January 8, February 5, March 5, April 2, May 7, June 4, July 2, August 6, September 3, October 1, November 5, December 3.

Dates in 2015 when the Point Elliott Room is not available to rent due to holidays or City co-sponsored events:
January 1, January 19, February 12, 16, March 1, April 5, 17, April 25 (okay after 4pm), May 9 (okay after 1pm), May 24, 25, July 4, August 1, 24-27, September 7, 11, 12, 13, October 25, November 6, 7, 22, 26, 27, December 25. December 24, 28, 29, 30, 31 (okay up to 6pm).

- Classrooms may be reserved three times a year beginning:
  - November 15 for January, February, and March rentals
  - February 15 for April, May, June, July and August rentals
  - July 15 for September, October, November and December rentals
- No tentative dates will be held.
- The person signing the contract must pay at a minimum the security/damage deposit, and provide the banquet permit and liability insurance.

Q: What hours is the Rosehill Community Center open? What hours can I rent rooms?
A: The Rosehill Community Center is to be open and staffed during the following hours:
Monday – Friday 6:30 am – 9:00 pm (extended rental hours until 12:00 midnight for Fridays only)
Saturday 8:00 am – 9:00 pm (extended rental hours until 12:00 midnight)
Sunday Effective 4/1/14 9:00 am – 4:00 pm (available for rentals until 10:00pm)
At no time shall rental functions occur past 9:00 pm (Monday through Thursday) or 12:00 midnight (Friday, Saturday) or 10:00pm (Sunday).

Q: Is the public allowed in the building when I’m holding an event at Rosehill Community Center?
A: If your event is during normal operating hours, then yes, the public may be in the building. However, the room(s) you rent will be just for your guests - the general public will not be allowed to walk through or use your rented space. If your event is after hours, the public will not be allowed in the building.

Q: Is the Rosehill Community Center open on holidays?
A: The Rosehill Community Center is NOT available for rent on the following days: New Year’s Day (January 1), Martin Luther King, Jr. Day (3rd Monday in January), Presidents’ Day (3rd Monday in February), Easter Sunday, Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (1st Monday in September), Veterans’ Day (November), Thanksgiving Day holiday (4th Thursday & Friday in November), and Christmas Day (December 25). The Rosehill Community Center is not available for extra hour rentals on Christmas Eve or New Year’s Eve. In addition, the Recreation Department hosts special events several times a year and the Community Center is not available to rent on these dates. Examples of these events are Valentine’s Day Dance (February), Annual Garage Sale (April), Touch-a-Truck (May), Boo Bash (October), Tree Lighting (December).

Q: Do you provide the linens, dishes, serving pieces, etc. for rentals at Rosehill Community Center?
A: We do not provide these items but they can be procured through your caterer or rental company.

Q: What equipment, facilities, and staffing come with my rental of a Rosehill Community Center room?
A: Rental of Rosehill Community Center rooms includes tables, chairs, sound system (Pt. Elliott Room only), lighting, and window coverings.

Q: When do you accept deliveries?
A: Deliveries can be made at the start time of your contract. Depending on availability, we may be able to accept deliveries earlier than your start time. Please contact the Rosehill Community Center at 425.263.8180. All items must be removed by the end of your event.

Q: Who will set up my tables and chairs? Who will take down the tables and chairs and clean up after the event?
A: The set up of tables and chairs, takedown of tables and chairs, and cleaning of the room after the event are the responsibility of the renter. You must perform these tasks during your contracted rental hours and you must leave the room the way you found it. You will not be allowed into your rental space until the contracted start time.

Q: Can I arrive early or the night before to set up my event?
A: Set up time must be part of the contracted event time. If you wish to come in early or the night before, you are welcome to book the space, based on availability. Arriving earlier than your contracted start time will incur additional cost.

Q: Our event is going to end very late at night. May we come back the next day to clean up?
A: When booking your event you must include enough time for delivery of equipment, food, and supplies, for set up and decorating, and for clean up. No next day clean up is allowed. Cleaning supplies are provided.
Q: What is the charge if my event runs over the contracted hours?
A: Overtime fees for staff and facility use will be billed at twice the regular hourly rate with a minimum charge of one (1) hour.

Q: What are your catering rules and regulations? Can we provide our own food? Can we have a potluck?
A: You are welcome to bring your own food, have a potluck, or have a caterer of your choice. The Kitchen is not a commercial kitchen but it does include ovens, stove, refrigerators, freezers, and a commercial dishwashing system. We suggest that you bring prepared food and use the Kitchen for warming, service preparation, and dishwashing. Please see the Kitchen Amenities list to determine what is and is not included.

Q: Are we required to use one of the caterers listed on your Caterers & Event Resources list or can we bring in a caterer of our choice?
A: The City of Mukilteo allows you to bring in any caterer of your choice.

Q: Does the Rosehill Community Center charge a Catering Fee?
A: No.

Q: Can we use barbecue grills or propane tanks to cook food for our event?
A: Barbecue cooking is permitted at Lighthouse Park but it is not permitted at Rosehill Community Center.

Q: Is alcohol service allowed at the Rosehill Community Center?
A: Yes, alcohol is allowed in the Point Elliott Room and in the classrooms. Please see the Alcohol Information sheet for information on alcohol use, service, and required insurance.

Q: What type of alcohol can we have at our event at the Rosehill Community Center?
A: Beer, wine, and champagne may be served. Hard liquor is not allowed.

Q: Who can serve alcohol during our event?
A: Beer, wine and champagne in bottles or cans does not require a State of Washington licensed bartender. Use of kegs does require a licensed bartender with the Class 12 MAST Permit to us 30 days before the event as well as a copy of the bartender’s picture id, and the required use of Rosehill’s keg cooler and cooler wheels. The keg must be contained inside cooler and on wheels, not on the floor of the rental room. We do not provide a tap. Insurance and a banquet permit or special occasion license is also required.

Q: When and where can alcohol be distributed at Rosehill Community Center?
A: Service is allowed during your rented event hours. Alcohol service must end 1.5 hour prior to your contractual end time, when renting the Point Elliott Room. For example, an event ending at 12 midnight will do last call at 10:30 pm. When renting the classrooms, alcohol service must end 1.0 hour prior to your contractual end time. All alcohol must be consumed within your rented rooms and decks – it is not allowed in the hallways or lobbies. The serving of alcohol must take place inside the rental room, not on the patio, deck, plaza, or lobbies. Keg coolers, other coolers or containers of alcoholic beverages are not allowed on the patio, deck, plaza, or lobbies.

Q: Do you require event insurance? What does this involve? When must I provide a copy of the completed insurance?
A: Insurance may be required depending on the size of the event and whether alcohol will be served. For Rosehill Community Center rentals, please see the Insurance Information sheet. For Lighthouse Park rentals, please see the Picnic Shelter Rental Guidelines or the Mukilteo Light Station Rental Information.

Q: Am I required to obtain a Permit for my private event? May I have a cash bar at my private event?
A: When serving any alcohol at your event, you must obtain a Banquet Permit at https://liq.wa.gov/licensing/online-banquet-permit. During your event, the Permit must be posted in a conspicuous place. You cannot have a cash bar at a private event. Alcohol must be provided free of charge or brought to the event by those attending. Package deals are allowed that may include the cost of dinner, alcohol and entertainment. Events open to the general public may not serve alcohol. Please see the Alcohol Information sheet.

Q: Do I need a Special Occasion License for my non-profit fundraising event? May we sell alcoholic drinks at our fundraising event at Rosehill Community Center?
A: Yes, you must have Special Occasion License if your non-profit organization is holding an event at which alcohol is sold by the drink. Examples of such events are fundraisers or wine-tastings. Special Occasion License applications must be filed at least 45 days in advance of the event with the Washington State Liquor Control Board (www.liq.wa.gov.) See site for fee. The organization must have the license in hand before it can purchase the alcohol for resale. All proceeds from the sale of liquor at a special occasion event must be retained by the non-profit organization. A copy of the approved Special Occasion License must be received by Rosehill Community Center 30 days prior to the use of the facility. Please see the Alcohol Information sheet.

Q: If we are charging admission and/or opening our event to the public, must I submit any paperwork to the Rosehill Community Center?
A: Yes, if your event charges an admission fee or is open to the public you will need event insurance. Please see the Insurance Information sheet.

Q: How old must I be to rent a room at Rosehill Community Center?
A: All rental applicants must be 21 years of age or older and must be present during the entire rental use of the facility. The person signing the Rosehill Facility Use Application and the Rental Contract will be considered the responsible party in case of damage, theft or disturbance during rental facility use.

Q: Our event is for children and teens. Do we need to have adults at the event?
A: Rosehill Community Center staff reserve the right to require chaperones and/or security. All minors must have adequate adult supervision as determined by Rosehill staff.

Q: Our event might end earlier than planned. Can we get a refund if we leave early?
A: No, rental fees will not be returned to renters leaving early.

Q: We are renting the Point Elliott Room for a large event. If other rooms are vacant during our event, may we use them?
A: Rental of the Point Elliott Room includes use of the Kitchen, Stage, Blue Room, Green Room, Props Room, and deck. You may also use the Lobby for non-food and non-beverage items, although you will not have exclusive use of that area. If you also want to use the classrooms, you must rent them separately – their use is not included in your rental contract. Neither alcohol or food may be served in the Lobby because it is a common use area open to minors. The Game Room and the Rosehill Room are open public areas and are closed for use when the building is closed to the public.
Q: We are holding an adult-only performance event. Are there any limitations?
A: Whether live or recorded, performers’ conduct and performance content must be appropriate for families and general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.

Q: Is there any reason the Rosehill Community Center might cancel my reservation?
A: It is very unlikely that your reservation will be cancelled by Rosehill Community Center staff. If we do have to cancel it, your deposit and any rental fees paid will be refunded. However, reservations may be denied or revoked when an applicant has made any misrepresentation or failed to disclose any pertinent information in connection with the Rosehill Facility Use Application.

Q: Can I decorate the rooms I’m renting at Rosehill Community Center?
A: Only freestanding floor and table decorations are permitted. Affixing anything to ceiling, walls, lights, doors, columns or windows is not allowed. Candles may be used if they are enclosed in a hurricane glass or vase. Use of dry ice, fog/smoke machines, rice, birdseed, glitter, sparklers, confetti, petals whether real or fake, and dance wax are not allowed either inside or outside the Rosehill facility. Bubbles are permitted outside the building. Any equipment brought in by the renter must be pre-approved by the Rosehill staff (for example, special electrical equipment, arbors, lights, lifts, platforms, ladders, etc.) Obtain easy release tape from the front office for taping down floor cords. This tape is not allowed anywhere else in the space.

Q: Is smoking allowed at Rosehill Community Center?
A: Smoking is not permitted anywhere at the Rosehill Community Center or within 25 feet of any door, window, vent, or passage way. (Reference Chapter 70.160 RCW: Smoking In Public Places).

Q: What if I need to cancel my reservation at Rosehill Community Center? Will I get a refund? What if I need to make a date change? Is there a penalty for a date change
A: The date change, cancellation and refund policies are as follows: CANCELLATIONS, REFUNDS, AND DATE CHANGES:

Point Elliott Room Policy:

Monday-Thursday Date Changes to Point Elliott Room Reservations:
- All date change requests must be received in writing (email is acceptable).
- Approval of a date change is subject to Rosehill facility and staff availability.
- After booking a reservation, the renter has 14 business days to change the date, notice in writing required, all fees transfer.
- Date changes made 15 business days or more after initial booking, renter will forfeit security/damage deposit, new security/damage deposit required, rental fees and alcohol deposit transfer.

Friday, Saturday, Sunday Date Changes to Point Elliott Room Reservations:
- All date change requests must be received in writing (email is acceptable).
- Approval of a date change is subject to Rosehill facility and staff availability.
- Date changes received 90 days or more prior to rental: forfeiture of security/damage deposit; you will be charged a new security/damage deposit, room fees and alcohol deposit will transfer to new date.
• Date changes received 89 days or less prior to rental: forfeiture of the security/damage deposit, alcohol deposit, and room fees. The new date will be treated like a new booking.

**Monday-Thursday Cancellations, Refunds for Point Elliott Room Reservations:**
• All cancellations/changes by the renter must be made in writing (email is acceptable).
• Cancellations received 90 days or more prior to rental: 100% refund of hourly rental fees and alcohol deposit, forfeiture of 50% of security/damage deposit.
• Cancellations received 89 days or less prior to a rental: forfeiture of security/damage and alcohol deposit, and forfeiture of 50% of the room rental fee.
• A full refund will be given if the City of Mukilteo cancels a Rosehill facility reservation.

**Monday-Thursday Date Changes to Classroom Reservations:**
• Date change received 2 business days or more before your rental date, notice in writing required; all fees transfer.
• Date change received less than 2 days’ notice before your rental date, forfeiture of security/damage deposit, new security/damage deposit required, rental fees transfer.

**Friday, Saturday, Sunday Cancellations, Refunds for Point Elliott Room Reservations**
• All cancellations and changes by the renter must be made in writing (email is acceptable).
• Cancellations received 90 days or more prior to rental: 100% refund of hourly rental fees paid and the alcohol deposit. The security/damage deposit will not be refunded.
• Cancellations received 89 days or less prior to rental: No fees or deposits will be refunded.
• A full refund will be given if the City of Mukilteo cancels a Rosehill facility reservation.

**Friday, Saturday, Sunday Date Changes to Classroom Reservations:**
• Date change received 14 days or sooner prior to rental: all fees transfer.
• Date change received 13 days or less prior to rental: no refund of any fees.

**Monday-Thursday Cancellations, Refunds for Classroom Reservations:**
• All cancellations/changes by the renter must be made in writing (email is acceptable).
• Cancellations received 14 days or more prior to rental: 100% refund of hourly rental fees paid and the alcohol deposit. The security/damage deposit will not be refunded.
• Cancellations received 13 days or less prior to rental: no refund of deposits or fees.
• Cancellations received within 2 business days of making your reservation, you will be charged a $10 processing fee; all other fees refunded.
• A full refund will be given if the City of Mukilteo cancels a Rosehill facility reservation.

**Monday-Thursday Cancellations, Refunds for Classroom Reservations:**
• All cancellations/changes by the renter must be made in writing (email is acceptable).
• Cancellations received 14 days or more prior to rental: 100% refund of hourly rental fees paid and the alcohol deposit. The security/damage deposit will not be refunded.
• Cancellations received 13 days or less prior to rental: no refund of deposits or fees.
• A full refund will be given if the City of Mukilteo cancels a Rosehill facility reservation.

**Friday, Saturday, Sunday Cancellations, Refunds for Classroom Reservations:**
• All cancellations/changes by the renter must be made in writing (email is acceptable).
• Cancellations received 14 days or more prior to rental: 100% refund of hourly rental fees paid and the alcohol deposit. The security/damage deposit will not be refunded.
• Cancellations received 13 days or less prior to rental: no refund of deposits or fees.
• A full refund will be given if the City of Mukilteo cancels a Rosehill facility reservation.

**No Shows:**
If a rental does not show for their scheduled rental, it will be treated as a cancellation, the security/damage deposit, alcohol deposit, and room rental fees will be forfeited.

Q. **What forms of payment may I use?**
Fees may be made using cash, check, money orders, VISA, MasterCard, or American Express.

**Q:** Do I have to pay for Rosehill Community Center staff in addition to my rental fee?
**A:** Rosehill Community Center staff will determine the appropriate staffing level required for your event. If additional staff is needed, an hourly fee for an Event Monitor or Theater Technician will be added to your rental fee.

**Q:** When do I have to pay for my rental?
**A:** The security deposit and 50% of the hourly rental fee is due at the time of booking to hold your reservation. For the Point Elliott Room or multiple room rentals, final payment is due 90 days prior to rental date. For other room rentals, final payment is due 30 days prior to rental date.

**Q:** Can I have the flowers/cake/rentals delivered ahead of time? Can I leave them for pick-up the next day/business day?
**A:** All rentals and deliveries should be coordinated with Rosehill Community Center staff. Generally all items must be delivered and picked-up on the same day as the event so as to not interfere with other events. Special arrangements can be made as events allow.

**Q:** Are we allowed to have a DJ or a band?
**A:** Yes. The City of Mukilteo does have a noise ordinance that goes into effect at 10:00 pm, but your Event Monitor will monitor the noise level outside and let you know if the music becomes too loud.

**Q:** Can we throw rice, birdseed, confetti, etc.?
**A:** No. Rice, confetti, birdseed, glitter, silly string or petals whether real or fake or any other article that creates debris is prohibited. Bubbles are permitted outside the building only. Check with Rosehill staff before purchasing.

**Q:** Is there an outside courtyard, deck or garden area? View of the water?
**A:** At Rosehill Community Center, most of the rooms have beautiful views of the water. There is an outside deck included in the rental of the Point Elliott room.

**Q:** Is there a dressing room available?
**A:** Yes, there is a dressing room that includes private restrooms, a full length mirror, and garment hook.

**Q:** Is parking available?
**A:** Yes, there are two parking lots adjacent to Rosehill Community Center. Parking is free and is first-come first-serve.

**Q:** How do I find Rosehill Community Center?
**A:** We are conveniently located about 30 minutes north of Seattle, just off Interstate 5. Directions with a map are available at this link: Driving Directions.

**Q:** Who qualifies for a non-profit rate?
**A:** Any 501c3 non-profit entity and government agencies qualify for the non-profit rate.

**Q:** Is Rosehill Community Center accessible?
**A:** Yes, the entire facility is ADA accessible to persons with disabilities.
Outdoor Plaza/Grass Area at Rosehill

Q: Can I use the plaza or grassy area for my wedding or reception
A: The Plaza and Grassy Area are available for Wedding Ceremonies ONLY. No receptions are allowed. There is no food, no beverages, except water, and no alcohol allowed in the outdoor spaces. Please request an Outdoor Rental Packet for complete information.