Welcome and thank you for your interest in rental facilities at the Rosehill Community Center. We are committed to providing facilities and services in partnership with the community. The City of Mukilteo Rosehill Community Center reserves the right to change the general operating guidelines as stated herein without prior notice.

WHEN YOU CAN MAKE ROOM RESERVATIONS:

- **Point Elliott Multipurpose 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. If more than one person shows up to book a date, a lottery will be held.

  **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.

HOURS OF OPERATION:

- The Rosehill Community Center will be open and staffed during the following operating hours:
  - Monday – Friday 6:30 am – 9:00 pm (extended rental hours until 12:00 midnight on Friday ONLY)
  - Saturday 8:00 am – 9:00 pm (extended rental hours until 12:00 midnight)
  - Sunday 9:00 am - 4:00 pm (available for rentals until 10:00pm)

  **Effective 4/1/14**

- At no time shall rental functions occur past 9:00 pm (Monday through Thursday) or 12:00 midnight (Friday, Saturday), or 10:00pm (Sunday).

HOLIDAY CLOSURES: 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), Annual Building Maintenance (last week of August), Boo Bash (October), Tree Lighting (December), Mukilteo Community Orchestra Performances (March, May, November).

**DEFINITION OF BUSINESS DAYS:** Business days are considered to be Monday-Friday.

**GENERAL RENTAL POLICIES:**

- The misuse of the facility or failure to conform with the rules, regulations and general information herein and/or the disrespect of onsite staff, will be sufficient cause to immediately terminate an event. This will result in forfeiture of the damage deposit and denial of any future rentals. The onsite staff has the right to determine when and how this should happen and to involve the Police Department at any time.
- 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 either the Rosehill Facility Use Application and or the Rental Contract or the Outdoor Grounds application will be considered the responsible party in case of damage, theft or disturbance during rental facility use.
- **The person signing the application form** needs to pay, at a minimum, the alcohol and security deposits. **The person signing the application form** is also responsible for the purchasing of insurance, the banquet permit, and/or special occasion license.
- The City requests that late night departures be as quiet as possible as the facility is in a residential area.
- Renter is responsible for the behavior and conduct of their guests.
- Rosehill facility staff reserves the right to require chaperones and/or security. All minors must have adequate adult supervision as determined by Rosehill staff.
- Please plan ahead when scheduling your event. All hours booked must run consecutively. When booking your event you must include enough time for delivery of equipment, food, supplies, set up and decorating, and clean up. No next day clean up is allowed. Overtime fees for staff and facility use will be billed at twice the regular hourly rate with a minimum charge of one (1) hour.
- Rental fees will not be returned to renters leaving early.
- Only the rooms and time period specified on the Rental Contract will be available for your use on the day of your event.
- 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.
- Applications may be denied or revoked when the applicant has made any misrepresentation or failed to disclose any pertinent information in connection with the Rosehill Facility Use Application.
- Rosehill Community Center is not responsible for loss or damage of personal or rental items during your rental or stored items left in the facility before, during, or after your event.
- No food or drink is allowed on the stage of the Point Elliott Room.
- The lobby area outside of the Point Elliott Room may be used for a photo booth, meet and greet table, gift table, name tag table, easel with greet sign. **No food or drink may be served from any of the lobby areas of the building.**
- Dress rehearsals can be scheduled 90 days prior to a wedding date, once all rental fees have been paid. The time of the one-hour, no-fee dress rehearsal is dependent on availability of the
rental space and takes into consideration recreation classes and other rentals. If you need more than one hour, you will be charged at the room’s hourly rental rate.

RENTAL FEES & PAYMENTS:
- Fees may be paid using cash, check, money orders, VISA, MasterCard, or American Express.
- The rental fee is determined by the Rosehill Fee Schedule.
- Rentals occurring in the Point Elliott Room will be assigned an Event Monitor who will meet the renter at the beginning of the rental time to complete a check-in worksheet and once completed the rental space will then be unlocked. The Event Monitor will be available for turning on the LCD projector, setting up the video screen, controlling the lights and/or any other technical issues that may arise. The Event Monitor will also monitor trash, bathroom concerns, and kitchen operation.
- To help insure the return of your security deposit, the responsible party must sign both the check-in and check-out form and sign and record the time on both forms.
- Room set-up needs must be received a minimum of 30 days prior to the event date. Providing your room set-up plan allows us to be sure we have set aside enough tables and chairs to accommodate your event.

Payment due dates:
- **Classroom, Kitchen, Dance Room, Art Room, or Senior Room Rentals:**
  - Due at time of booking: security deposit, alcohol deposit, if applicable, and 50% of the hourly rental fees
  - Final payment is due 30 days prior to rental date.
- **Point Elliott Multipurpose Room or Multiple Room Rentals:**
  - Due at time of booking: security deposit, alcohol deposit, if applicable, and 50% of the hourly rental fees
  - Final payment is due 90 days prior to rental date including remaining hourly rental fees, and if applicable, Theatre Tech fees.

SECURITY AND ALCOHOL DEPOSITS:
- In addition to the rental fees, all Rosehill facility rentals are charged a security deposit. The security deposit amount varies based on the room rented and if alcohol will be served at your event. Refer to the Rosehill Fee Schedule for specific deposit amounts.
- Security deposits are 100% refundable provided the following conditions are met:
  - Room and facility (including outside if applicable) are left in a clean and orderly condition.
  - Use of the area does not exceed the scheduled time.
  - Additional staff time is not required as part of the rental or after the event.
  - All Rosehill equipment is accounted for and undamaged.
  - Damage to the area or its contents has not occurred.
  - All rules and procedures governing alcohol are met.
  - All rules and procedures governing the Rosehill facility use are met.
  - If the above conditions are not met to the satisfaction of the Rosehill staff, an appropriate fee will be deducted from the security deposit.
  - Please plan ahead when scheduling your event as overtime charges for staff and facility use will be billed at twice the regular hourly rate with a minimal charge of one (1) hour. Rosehill staff reserves the right to contact the Mukilteo Police Department if renters do not vacate the facility at the time indicated on the rental facility application.
If the cost of cleaning and/or repair of the facility exceeds the amount of the security deposit, the renter will be billed for those additional costs. A cleaning fee will be charged for the cleaning time. Needed repairs will be billed at the full replacement cost incurred, including labor charges.

Security Deposits and alcohol Deposits paid by credit card will be refunded back to the credit card within five (5) business days after the rental. Security deposits and alcohol deposits paid by cash, money order or check will be refunded by check within three (3) weeks.

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.

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.

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.

Classroom Policy:  Vancouver, Frost, Fowler, Christiansen, Art, Dance, Blue, Green, Kitchen

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 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.

**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.

**TABLES, CHAIRS and EQUIPMENT:**
• The Rosehill Community Center has tables and chairs available for use at no extra charge.
• You are responsible for your own set up, take down and clean up.
• On the application, please indicate the number of tables and chairs you will need and the number of people attending your event. For Point Elliott Room rentals, 30 days prior to your rental, submit a design layout for your rental room to assure availability of tables, chairs, equipment to be sure layout meets fire code guidelines. Ask for a blank layout design for the Point Elliott Room.
• The Rosehill Community Center has the following equipment available for event usage.
  o Easels
  o Podium
  o DVD player
  o LCD Projector
  o Portable PA System (comes with one wireless mic)
  o Portable screen
  o Ipod player
• Availability of equipment is on a first-come, first-served basis and must be requested IN ADVANCE.
At the end of the event, renters are responsible for clean up of tables and chairs. Renter’s personal belongings must be removed prior to end of rental time.

**MUSIC/DJ/BAND/IPOD/TECHNICAL:**
- The volume of all music must be lowered in volume by 10:00pm per Mukilteo Municipal Code 8.18.20. Volume must not be heard from the outside. Staff will monitor sound volume levels and may ask renter to lower the volume. If volume levels are not maintained, staff and police will shut off the music completely.
- DJs are allowed to bring in their own equipment, plug into an outlet and use their own sound system and speakers. We do not allow DJs to run through the house system.
- No music such as DJ, Band, amplified music outside during rental: exceptions include wedding ceremonies and City sponsored events.
- The Rosehill Community Center provides standard connections to the in-house A/V system. Standard connections include VGA and 3.5mm sound. If your laptop or other device does not have a VGA or 3.5mm sound input, you are required to bring your own adapter to fit these inputs or save the file(s) onto a flash drive that is compatible with the laptops Rosehill provides. Compatible formats include MS Office (Powerpoint, Excel, Word, Publisher), PDF, mp3, jpeg, DVD. Don’t forget your laptop powercord if bringing your own laptop. To ensure that your files and/or device are compatible with the house A/V system, we highly recommend that you schedule a time with the Rosehill staff to test your equipment/files to make sure they work.

**DECORATIONS /RENTED EQUIPMENT/OTHER:**
- Only freestanding floor and table decorations are permitted. Affixing anything to ceiling, walls, lights, doors, columns or windows is prohibited.
- Candles may be used if they are enclosed in a hurricane-type glass or vase. The rim of the container must be at least an inch higher than the flame. No freestanding or tiered candles are allowed.
- Use of dry ice, fog/smoke machines, sparklers, rice, birdseed, glitter, confetti, petals (real or artificial), silly string, inflatables of any type or dance wax are not allowed either inside or outside the Rosehill facility. Bubbles may be used outside the building only.
- If you are planning on tossing something as the bride and groom leave, please check with the staff to be sure it is allowed. Do not purchase without checking with us first.
- Any additional 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.)
- If you rent equipment or supplies, the delivery and pick up of these items must be arranged a minimum of 14 days in advance with the Rosehill staff and is subject to space availability.
- The use of chalk on any sidewalk or the plaza area is not allowed.

**SMOKING:**
- 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)

**BARBEQUES:**
- Gas or charcoal barbeques are not allowed inside, on the deck or patios, or grounds of the Rosehill Community Center.
KITCHEN:

- Renters can bring in their own food, have their guests bring food (potluck), or have the food provided by a caterer.
- Caterers can prepare food off-site and deliver it to the Rosehill facility for serving either by the renter or by the caterer. Caterers can perform minor cooking on site, but the majority of the cooking must be performed off-site at a commercial kitchen, the community center kitchen is not a commercial kitchen.
- Renters can prepare food on site for a private, invitation only event. No money can be collected for the food or event.
- Renters preparing and cooking food in the kitchen for a public event (i.e. pancake breakfast) where money is collected/tickets are sold must get a temporary food service permit from the Snohomish County Health District.
- Only one group can book the kitchen at a time.
- The kitchen is equipped with sinks, shelves, refrigerator, freezer, commercial dishwasher, microwave, ice maker, coffee maker, mobile work table, hot cabinet, oven, and range. It is the responsibility of the renter to provide all cooking, serving, and eating dishes, utensils, and all other items not listed.
- It is the responsibility of the renter to clean the kitchen at the conclusion of the rental. Rosehill staff will provide cleaning supplies and equipment.
- Cleanup includes collection of trash, cleaning of all counters and sinks, cleaning of all appliances, and sweeping and mopping the floors.
- Do not leave dirty dishes in the Props Room. Please wash dishes off if you are leaving them in the Props Room overnight.
- The kitchen has an automatic ice maker.
- The Rosehill Community Center is not responsible for any items dropped off early or left in the building at the conclusion of your rental. Any food left in the Kitchen will be thrown away.

ALCOHOLIC BEVERAGES AT YOUR EVENT:

- Liability insurance is required for all events at which alcohol is served or sold. A Liquor Liability Insurance Certificate must be received by Rosehill staff at least 30 days prior to the rental. See the Rosehill Insurance Information Sheet for details on how to obtain this insurance.
- If you hire a licensed caterer or bartender to serve and/or sell alcohol at your event, a copy of their Liquor Liability Insurance Certificate must be received by Rosehill staff at least 30 days prior to the rental.
- You may also need a Banquet Permit or Special Occasion License. See the Rosehill Alcohol Information Sheet for more information.
- Alcohol service is restricted to beer, wine and champagne. Liquor and spirits (gin, whiskey, rum, tequila, etc.) and drinks containing liquor or spirits are prohibited.
- Kegs are allowed under the following conditions:
  1) Licensed bartender has sent a copy of Class 12 MAST License to Rosehill PRIOR TO EVENT.
  2) Licensed bartender will be required to show valid picture identification before tapping and serving.
  3) Keg is loaded into Rosehill cooler outside of the building in the parking lot.
  4) Keg is tapped by licensed bartender outside of the building in the parking lot. Renter must provide tap.
  5) Kegs are only allowed in the Point Elliott Room, Fowler Room, Art Room. Kegs are prohibited in the Christiansen Room, Vancouver Room, Frost Room, Dance Room.
6) Only 2 kegs allowed in the community center and must be inside Rosehill’s keg holder.
7) If renter fails to follow the keg policies, renter’s deposits will be forfeited.

- Alcohol is permitted in the Rosehill rental rooms but is prohibited in the lobby areas, Game Room, Rosehill Room, lower level rooms, on the grounds, and in the parking lot. All alcohol must be consumed within the rental space.
- **When renting the Point Elliott Room, at least one (1.5) hours before the designated end of your rental time the bar closes.**

- Remember you are responsible for the conduct and behavior of your guests; please make sure they drink responsibly.
- Serving alcohol without the proper approval, outside the defined conditions, and/or in violation of any of the above rules or requirements, may result in a citation by police, immediate shut down of the event, forfeiture of the alcohol security deposit, forfeiture of the rental security deposit, and/or additional fees.
- The alcohol table or bar area must be contained inside the rental room, not on the patio, or deck, or in the lobby. This includes coolers and ice chests. This is applicable to all rental rooms at Rosehill Community Center.
- Consumption of alcohol by minors is prohibited by State law. This law will be strictly enforced. The event will be terminated if consumption of alcohol by minors is allowed. In addition, police will be called.
- The individual signing the contract and purchasing the Banquet Permit or Special Occasion License will have the legal responsibility for any guest’s consumption of alcohol including personal use of privately provided alcohol including flasks.
- If you have an event that is open to the public and you are NOT a non-profit organization, you cannot serve or sell alcohol.

**INSURANCE REQUIRED FOR YOUR EVENT:**

- Renters may be required to carry general liability insurance naming the City of Mukilteo as an “additional insured”. Events that require insurance include but are not limited to:
  - Events serving alcohol
  - Events anticipating 200 or more people
  - Events deemed to be high risk
  - Events open to the public
- **Obtaining insurance:**
  - Your personal insurance agent may be able to provide you with the insurance that is needed.
  - You may obtain insurance through the City of Mukilteo’s insurance broker. The cost of this insurance will vary depending on your event. See Rosehill Insurance Info Sheet.

**CHECK-IN:**

- For your convenience and safety, there is ALWAYS a staff person on duty during your rental.
- Upon arrival at the Rosehill Community Center you must check in at the front counter. We suggest your designated contact person arrive 15 minutes early to conduct the initial check in.
- You will be asked to sign the check-in form and the check-out form before and after the rental. This is helpful to note any pre-existing room conditions so that you are not held accountable for them and in insure that you have cleaned your rental space and left it in the same condition that you found it.
- Pre-event room inspections will not be conducted if you have already begun your set up.
CLEAN-UP and CHECK-OUT:

- All dirty dishes, flatware, serving dishes, glassware, etc. must be rinsed of all food and debris before being stored in our Props Room.
- The renter is responsible for cleaning the rental rooms during the rental time period in accordance with the Rosehill Facility Use Checklist.
- Cleaning supplies and equipment are supplied. Ask Rosehill staff to get these for you.
- To help ensure the return of your security deposit, have Rosehill staff complete a post-event inspection at the conclusion of the rental. Simply leave the room in the same shape you found it, clean and useable for the next guest.
- Any cleaning and/or repairs that require staff time and/or materials will result in additional fees and staff/material costs deducted from the security deposit and/or billed to the rental group.
- Failure to follow the Rosehill Facility Check-in Checklist may result not only in additional fees but could also result in denial of future rental usage.
- Please plan ahead when scheduling your event as overtime charges for staff and facility use will be billed at twice the regular hourly rate with a minimal charge of one (1) hour.
- **When renting the Point Elliott Room, at least one (1.5) hours before the designated end of your rental time, lights need to go up, music stops, bar closes and clean up begins.**
- The applicant is responsible for cleaning as follows:
  - **Point Elliott Room:** Lobby outside the Point Elliott Room, balcony, banquet room, stage, kitchen, blue and green rooms, and making sure anything stored in the Props Room is neatly put away. Wipe off tables and chairs, store them back on racks in their storage room, sweep and possibly mop floors in Point Elliott Room, kitchen, remove all personal items, wipe down kitchen, vacuum blue/green rooms, remove food, rinse dishes before they go back in props room, be sure all trash has been removed to the dumpster.
  - **Classrooms:** Wipe off tables and chairs, store them back on racks in the corner of the room, remove all personal items, vacuum, remove food, be sure all trash has been removed to the dumpster.

UPPER GRASSY AREA & PLAZA AT ROSEHILL: The upper grassy area and/or plaza is available to rent. The rental of this space is coordinated with rentals booked in Rosehill Community Center. Request an Outdoor Rental Packet from the front desk at Rosehill.