



## The Mill on Lake Stevens Facility Use Policy

The Mill on Lake Stevens (The Mill) is a multi-use building located at 1808 Main Street in the heart of Old Town Lake Stevens. It houses the City Council chambers, recreational programming and rental space. The facility is administered through the Lake Stevens Parks and Recreation Department.

The Mill is available for weddings, birthdays, community events, meetings, and classes. The spaces are also available for corporate retreats and small conferences. All rooms include a A/V system, tables, and chairs. Presentation materials upon request.

The Mill contains three distinct indoor meeting spaces: The Sawyers Room (City Council Chambers), Hartford Hall and The Stack (Mezzanine). The Mill includes a casual overlook of the Hartford Hall from The Stack as well as covered outdoor plaza. The Sawyers Room is reserved for City Council, public meetings, and City business (Monday through Thursday).

There are shared restroom facilities available to all rentals accessible from the interior and exterior of the building. Electrical outlets are available in all rooms with a maximum of 20 amps. Audio-visual equipment is available for use as part of the rental. The entire building is reserved when the City hosts community events or festivals.

**Rental Policy Statement:** Rental facilities within the Lake Stevens' Parks system are provided for public use. The terms and conditions of the Facility Use Application, Facility Use Policy and the rental fees have been set to protect and maintain the facility.

**Reservations for the entire Mill – The Sawyers Room, Hartford Hall, and The Stack: (Occupancy 461)** Rentals are offered on a first come, first serve basis with a maximum of two-year advanced reservation. A non-refundable reservation fee is due for reservations more than 90 days before the date of use at the time of booking. Full Payment is due 90 days before the date of use. Rentals must be reserved a minimum of 21 days before the date needed. Rentals need to ensure they provide themselves more lead time as needed to purchase the required licensing to serve alcohol based on state licensing requirements. For rentals made less than 90 days before the date of use, full payment of all rental fees is due immediately and will be non-refundable as stated in the cancellation policy.

**Cost: Friday and Sunday \$1300 all day 9:00am to 10:00pm**

**Saturday \$1800 all day 9:00am to 10:00pm**

**Security deposit (refundable): \$250 without alcohol/\$500 with alcohol**

**Reservation Deposit (non-refundable): \$200**

**Cancellations for When the Entire Mill Has Been Reserved:** The person or entity executing the user agreement may cancel the rental by providing written notice to the City. If the User cancels a rental more than 90 days before the date of use, the City will return all payments made, less the non-refundable reservation fee. If the User cancels a rental 90 days or fewer before the date of use or fails to obtain any required permit or insurance

by the date required, the City will retain all payments made but will refund the security deposit. In no circumstance may a reservation or rental be assigned or sublet.

**The Hartford Hall Rental:** The Hartford Hall is 3,868 square feet and is open to the second floor. The Hartford Hall is ideal for festivals, weddings, or trade shows.

**Reservations for the Hartford Hall: (Occupancy 213)** Rentals are offered on a first come, first serve basis with a maximum of two-year advanced reservation. Reservations more than 45 days before the date of use are only accepted with a non-refundable reservation fee due at the time of booking. Full Payment is due 45 days before the date of use. Rentals must be reserved a minimum of 21 days before the date needed. Rentals need to ensure they provide themselves more lead time as needed to purchase the required licensing to serve alcohol. For rentals made less than 45 days before the date of use, full payment of all rental fees is due immediately and will be non-refundable as stated in the cancellation policy.

**Cost: Monday - Thursday \$75/hr. or \$600 all day 9:00am to 10:00pm**

**Friday and Sunday \$900 all day 9:00am to 10:00pm**

**Saturday \$1300 all day 9:00am to 10:00pm**

**Security deposit (refundable): \$250 without alcohol/\$500 with alcohol**

**Reservation Deposit (non-refundable): \$200**

**Cancellations for the Hartford Hall:** The person or entity executing the user agreement may cancel the rental by providing written notice to the City. If the User cancels a rental more than 45 days before the date of use, the City will return all payments made, minus the non-refundable reservation fee. If the User cancels a rental 45 days or less before the date of use or fails to obtain any required permit or insurance by the date required, the City will retain all payments made. Only the security deposit will be refunded.

**The Stack Rental:** The Stack can be rented on an hourly basis when not in use for public meetings. The Stack is a 1,750 square feet, semi-private room located on the second floor of the Mill. The Stack has an open railing to the Hartford Hall, capacity is a maximum of 48 occupants and has ADA accessibility by use of a lift. The Stack is a casual space with comfortable seating as well as tables and chairs for a classroom style setting. The space is ideal for casual meetings and informal gatherings.

**Reservations for The Stack: (Occupancy 48)** Rentals are offered on a first come, first serve basis. Reservations more than 45 days before the date of use are only accepted with a non-refundable reservation fee due at the time of booking. Full Payment is due 45 days before the date of use. Rentals must be reserved a minimum of 21 days before the date needed. Rentals need to ensure they provide themselves more lead time as needed to purchase the required licensing to serve alcohol.

**Cost: Monday – Thursday \$55/hr.**

**Friday - Sunday \$67/hr.**

**Security deposit (refundable): \$150 without alcohol/\$300 with alcohol**

**Reservation Deposit (non-refundable): \$50**

**Cancellations for The Stack:** The person or entity executing the user agreement may cancel the rental by providing written notice to the City. If the User cancels a rental more than 45 days before the date of use, the City will return all payments made, less the non-refundable reservation fee. If the User cancels a rental 45 days or fewer before the date of use or fails to obtain any required permit or insurance the City will retain all

payments made but will refund the security deposit. In no circumstance may a reservation or rental be assigned or sublet.

**Sawyers Room Rental:** The Sawyers Room can be rented on an hourly basis when not being used by the City for public meetings. This room faces the park and is approximately 1,500 square feet. The space is ideal as a conference space for classroom type activities.

**Reservations for the Sawyers Room (Occupancy 200):** Rentals are offered on a first come, first serve basis. Reservations more than 45 days before the date of use are only accepted with a non-refundable reservation fee due at the time of booking. Full Payment is due 45 days before the date of use. Rentals must be reserved a minimum of 21 days before the date needed. Rentals need to ensure they provide themselves more lead time as needed to purchase the required licensing to serve alcohol.

**Cost: Friday - Sunday \$77/hr.**

**Security deposit (refundable): \$150 without alcohol/\$300 with alcohol**

**Reservation Deposit (non-refundable): \$50**

**Cancellations for Sawyers Room:** The person or entity executing the user agreement may cancel the rental by providing written notice to the City. If the User cancels a rental more than 45 days before the date of use, the City will return all payments made, less the non-refundable reservation fee. If the User cancels a rental 45 days or fewer before the date of use or fails to obtain any required permit or insurance the City will retain all payments made but will refund the security deposit. In no circumstance may a reservation or rental be assigned or sublet.

**Outdoor Plaza Rental:** The covered plaza shelter on the outside of the building can be rented for events and is approximately 700 square feet. Payment is due in full at the time of reservation. Use of the outdoor plaza heater is limited to building rentals that add on a rental of the outdoor plaza and must be arranged in advance. Outdoor plaza-only rentals do not come with rental furniture and have no indoor access to The Mill. No pop-up tents are allowed under the covered areas. As an extension of North Cove Park, alcohol service is prohibited in the outdoor plaza without a Special Event Permit.

**Cost: \$100/daily or \$60/half day rentals April 1 through September 30 (9 am – 2 pm and 3 pm – 10 pm)**

**Cancellations for the Outdoor Plaza:** Cancellations must be made in writing 14 days in advance for a refund of payment, less a \$25 cancellation fee. No refunds will be made with less than a 14-day notice.

**Exceptions:**

1. *Reservations less than 21 days before the requested rental date* – The City will consider “last-minute” reservations for The Mill and individual rooms, based on the size of the event, room requested and staff availability for scheduling, coordination, and setup with approval by the Director or designee, at the applicable daily or hourly rate. Payment is due in full at the time of reservation; refunds will follow the rental space’s cancellation policy.
2. *Breakfast meetings* – The City will consider early morning (before 9:00 am) reservations for breakfast meetings based on room and staff availability, provided the event does not conflict with prior scheduled events and with approval by the Director or designee, at the applicable hourly rate.

**Rental Times:** The time frame of the rental includes the time of the event and the additional time needed for set-up and clean-up and must be confirmed at the time of payment – any changes to start and stop times must

be requested no later than 15 days before the event and is based on the facility and staff availability to accommodate the change.

**Check-in/Check-out:** The User must check in with City staff before use and must perform a walkthrough to become familiar with the facility and accepts the condition of the facility upon taking possession. The User is responsible to follow the post-event checklist, which will be verified by City staff after the event's rental time. The User is responsible for returning the facility to its pre-event condition (excepting normal wear and tear) including removal of all personal items.

**Assigning or Subletting:** In no circumstance will the reservation or rental be reassigned or sublet.

**Non-Profits:** Non-profit agencies receive a 30 to 50 percent reduction in rental fees based on the applicable weekday or weekend rate per the adopted fees schedule.

**Recurring Rentals:** Rental of the facility is limited to once a month up to three months in advance unless approved under a written agreement and approved by the Director or designee. If City business arises and use of the space is required, the rental may be cancelled on short notice. Storage of supplies or any group items is prohibited based on insurance requirements.

Agencies wishing to request recurring rentals or reduced fees, beyond what is identified in the fee schedule, must enter into a written agreement with the City and be approved by the Director or designee that clearly demonstrates the in-kind service and community benefit to reasonably compensate the City for use of The Mill.

**Insurance:** Insurance requirements will be evaluated on a case-by-case basis; additional event insurance may be required when renting the facility if your event includes factors such as the service of alcohol or is open to the public.

**Audio Visual Needs:** Use of City owned audio-visual equipment may require a staff person to be present at the start of your event to resolve technical issues.

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

**Cleaning:** Spaces rented shall be cleaned by the conclusion of the rental. Garbage must be collected and dumped in the dumpster located in the City Hall parking lot. All recyclables must be deposited in marked dumpster located at City Hall. All floors must be cleaned of any marks or debris at the conclusion of the rental. A post-event checklist will be provided to you that must be completed at the conclusion of your rental.

**Animals prohibited:** No animals are permitted at indoor facilities with the exception of service animals.

**Motorized or Non-Motorized Vehicles:** No motorized or non-motorized vehicles, bicycles and skateboards, roller-skates/blades, or hover boards are allowed in or around the building.

**Stage:** Rental of a stage for your event must be approved for use by the director or designee. Depending on the size and configuration of the stage, L&I or Building Official approval may be necessary.

**Firearms and Explosives Prohibited:** Pursuant to LSMC 10.03.100 Firearms and explosives including fireworks are prohibited unless permitted under LSMC 9.64.030 in a public display.

**Furniture Provided:** The furniture provided does not include City Council tables or chairs.

**BBQs and Candles:** Charcoal and gas grills are not allowed without approval by the Director or designee. Candles may be used if they are enclosed in a hurricane glass or vase with at least 1 inch of glass above the flame. Décor items should not hang over or come in contact with the glass holder. Candelabras (unless with use of battery-operated candles) are prohibited.

## **Decorations:**

- Decorations, pictures, signs, notices, posters, displays, or exhibits of any type may not be attached to the walls in a manner that would damage the surface in any way such as staples, tacks, nails, or tape.
- The use of any form of confetti, rice, glitter, bird seed, silly string, sparklers, fireworks of any kind, Chinese lanterns or party favors that leave debris behind is not allowed in or around the facility including marking on windows.
- The rental is for the interior space of the specified room rental, decorations on the exterior of the building are not allowed. Any evidence of prohibited decorations or prohibited methods of attachment forfeit all security deposit and the City may immediately terminate use.
- No decorations attached to the fans or any part of the fire suppression systems.
- The area may be decorated for the holidays by the City from Thanksgiving to New Years.
- Rental of use of the outdoor plaza - Decorations, pictures, signs, notices, posters, displays, or exhibits of any type may not be attached to the exterior walls or wood posts in a manner that would damage the surface in any way such as staples, tacks, nails, or tape. No decorations may be attached to the heating unit over the outdoor plaza. Light, decorative items can be attached to the glass on the bay doors or wrapped around the wood posts only.

**Lift for The Stack:** The lift provided is for ADA accessibility use only. Unauthorized use, including transporting cargo or recreational use, will cause a forfeiture of the security deposit.

**Third Party Vendors:** If utilizing third party vendors, please fill out and return the Third-Party Vendor Form at least 45 days before your event or immediately if the date of use is within 45 days. The City reserves the right to reject third party vendors based on experience.

## **If serving alcohol:**

- **Applicant must have a Washington State Banquet Permit or Special Occasion License, and have it prominently displayed in the rental facility.**
- **Applicant will be required to obtain special event insurance if serving alcohol at the rental event.**
- **Applicant is aware alcohol is strictly limited to beer, wine and/or champagne, and that service of hard alcohol (over 15%) will result in immediate termination of the event with no refund.**

Failure to fully disclose all information or providing false information will result in the forfeiture of all fees and cancellation of event. Alcohol service is prohibited in the outdoor plaza or outside of the building without a Special Event permit.

**Appropriate License:** The event must secure a Banquet Permit or Special Occasion License (as appropriate for the event) from the Washington State Liquor and Cannabis Board at least 15 business days before the date of use if alcohol will be served or distributed. The User is solely responsible for strictly complying with all requirements of such permits and all federal, state, and local laws, rules, regulations, health codes, and ordinances applicable to the service of alcohol at the facility. The User is solely responsible for ensuring that only persons who are of legal age are permitted to consume alcohol at the facility. The City of Lake Stevens is not responsible for the supervision or monitoring of the activity taking place at the facility and any City employee on site is solely present as a facility monitor. However, if a City employee observes any of the conditions of this Facility Use Agreement or state liquor laws or regulations being violated, the City may immediately terminate the event and may request that local law enforcement respond.

AT PRIVATE EVENTS BEER, WINE, CIDER AND CHAMPAGNE ONLY. USE OR POSSESSION OF HARD LIQUOR (i.e., ANY LIQUOR EXCEEDING 15% ALCOHOL BY VOLUME) WILL RESULT IN IMMEDIATE TERMINATION OF THE EVENT. ON THE DAY OF THE EVENT THE LICENSE MUST BE PRESENT AND DISPLAYED WHERE ALCOHOL IS BEING SERVED.

**Insurance Requirements:** The User shall procure and maintain, for the duration of the use or rental period, insurance against any and all claims for injuries to persons or damage to property which may arise from or in connection with the use of the facility and the activities of the User and his or her or its guests, representatives, employees, and volunteers.

- For athletic events, the General Liability insurance shall include coverage for “participant liability” with limits of not less than \$1,000,000 per occurrence, \$1,000,000 aggregate. The insurance policy shall contain or be endorsed to reflect that the Applicant’s insurance coverage shall be primary insurance in respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the applicant’s insurance and shall not contribute with it. The Certificates of Insurance and additional insured endorsements shall be furnished to the City before use of the facility. If the User maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the User, irrespective of whether such limits maintained by the User are greater than those required by this Agreement or whether any certificate of insurance furnished to the Public Entity provides limits of liability lower than those maintained by the User.
- A. The User’s maintenance of insurance as required by the Facility Use Agreement shall not be construed to limit the liability of the User to the coverage provided by such insurance, or otherwise limit the City’s recourse to any remedy available at law or in equity.
- B. The User is required to procure, at its own expense, General Liability insurance at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations, and contractual liability. The City of Lake Stevens shall be named as an additional insured on the User’s General Liability Insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The endorsement shall add “The City of Lake Stevens, its officials, officers, employees, agents, and volunteers” as additional insureds. The General Liability insurance shall be written with limits not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- C. The User shall additionally procure and maintain, for the duration of the use or rental period, Liquor Liability insurance in the amount of \$1,000,000 each occurrence. The City is to be named as an additional insured on the Liquor Liability insurance policy using the same additional insured language identified above. Host liquor liability coverage may be substituted when alcohol is consumed and not sold at the facility with the prior written approval of the Director.

The City of Lake Stevens shall not discriminate in the use of facilities or programs based on race, creed, color, religion, national origin, marital status, sex, sexual orientation, age, handicap, honorably discharged veteran or military status, status as a mother breastfeeding her child, or the use of a trained dog guide or service animal by a person with a disability. In addition, neither the City nor a third party receiving a lease or permit from the City shall discriminate based on sex in the operation, conduct, or administration of community athletic programs.

Persons having questions or wishing to file a complaint regarding this policy may contact the City's Human Resource Director. Persons requiring a reasonable accommodation for a disability may contact the City's Human Resources Director. For more information, please contact 425.622.9400.