

City of Kennewick Facility Rental Information



Highlands Grange Building

1500 S. Union St., Kennewick

7 days a week 7am-10pm



Keewaydin Community Center

500 S. Auburn St., Kennewick

Saturday & Sunday 7am-10pm

To reserve your date, visit one of our
REGISTRATION LOCATIONS below or go online to
www.go2kennewick.com/420/Parks-Recreation

Numerica Pavilion

2901 Southridge Blvd.

Monday-Thursday: 9am-8:30pm

Friday & Saturday: 9am-4:30pm

Sunday: Noon-4:30pm

509.585.4293

Keewaydin Community Center

500 S. Auburn St.

Monday-Friday: 8am-3:30pm

509.585.4303



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Thank you for choosing the City of Kennewick Parks and Recreation Department to rent a facility to host your event or activity. The Facility Rental Information Guide provides information and policies for **private, by invitation** events only for such activities as weddings, family reunions, baby showers, christenings, memorials, and birthday parties.

Events or activities **open to the public** and rentals of any kind with alcohol are deemed a “special event” by the City of Kennewick and a special event permit must be obtained. Special Event permit applications must be submitted at least 90 days before said event. For more information call Kennewick Parks and Recreation at 585-4293 or visit <https://www.go2kennewick.com/440/Special-Events-Tournaments> to view the Special Events Guide and Application packet.

For information on additional rental amenities in Kennewick such as picnic shelters, the Numerica Pavilion, the Kenneth Senior Memorial Pool, softball, baseball, or other sport fields please contact Kennewick Parks and Recreation at (509) 585-4293 or visit our website at <https://www.go2kennewick.com/420/Parks-Recreation>.

Keewaydin Community Center - 500 South Auburn St., Kennewick

Saturday & Sunday (excluding holidays) 7am-10pm

Description: The building is single level with a dining room, a hardwood dance floor area and a carpeted multi-use room. Commercial Kitchen located inside the Community Center is **NOT** included in the rental.

Facility Capacity: Listed capacities are only a guideline for renters. It is the responsibility of the renter to determine capacity limits per facility or area (room) according to event needs allowing occupants to safely exit a building during an emergency.

- **Dance Floor Area** – 1,386 sq. ft.; 92 seated with tables and chairs; 277 standing room only
- **Large Multi-Use Room** – 1,346 sq. ft.; 89 seated with table and chairs; 269 standing room only
- **Dining Room** – 1,224 sq. ft.; 81 seated with tables and chairs; 244 standing room only
- **Sun Room** - 1,346 sq. ft.; 89 seated with tables and chairs; 269 standing room only

Tables and chairs: Approximately 9, 60 inch round tables in the dining room, 10, 6 ft. tables, 6 card tables and 100 chairs. All tables and chairs must stay inside the building.

Application Fee	\$40	Non-refundable
Damage Deposit	\$150	Refer to damage deposit refund policy
Community Rental Fee	\$60	Per hour, City Resident, 4 hour minimum
	\$90	Per hour, Non-City Resident, 4 hour minimum
Commercial Rental Fee Events with direct sale of products or services.	\$115	Per hour, City Resident, 4 hour minimum
	\$172	Per hour, Non-City Resident, 4 hour minimum
Janitorial Fee	\$110	Janitorial fee is non-refundable unless cancellation notification is received 14-days prior to the rental date.



Highlands Grange Building - 1500 S. Union St., Kennewick

7 days a week (excluding holidays) 7am-10pm

Description: The building is two (2) levels, and includes a basement, accessible by stairs and an American's with Disabilities Act (A.D.A.) lift. The basement includes an open area with tile flooring, a kitchen with two refrigerators with freezers, 2 stoves, 1 microwave, a sink and counter top space to assist in food preparation. The upper level features a large area with hardwood flooring and a raised stage.

Facility Capacities: Listed capacities are only a guideline for renters. It is the responsibility of the renter to determine capacity limits per facility or area according to events needs allowing occupants to safely exit a building during an emergency.

- **Upstairs** – 1,715 sq. ft.; 114 seated with tables and chairs; 343 standing room only
- **Stage Area** – 240 sq. ft.; 16 seated with tables and chairs; 48 standing room only
- **Downstairs** – 1,155 sq. ft.; 77 seated with tables and chairs; 231 standing room only

Tables and chairs: Approximately 18, 6 ft. tables and 110 chairs. All tables and chairs must stay inside the building.

Application Fee	\$40	Non-refundable
Damage Deposit	\$150	Refer to damage deposit refund policy
Community Rental Fee	\$60	Per hour, City Resident, 4 hour minimum
	\$90	Per hour, Non-City Resident, 4 hour minimum
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Facility Pre-Tour

You are welcome to tour a facility and view the amenities during non-program hours. Appointments can be made at one of our registration locations and must be done four (4) business days in advance. A City representative will guide you on the facility tour.

Consecutive Rentals

Facilities are available for rent on a first come first served basis and can be rented on consecutive or multiple days depending on availability. All applicable fees will be charged for each day of use.

Renter Responsibility

The renter agrees to exercise care and safety in use of the facility, property, and agrees to Hold Harmless the City of Kennewick and employees from all liability and medical expenses resulting from the use of the facility, grounds and/or property. The renter agrees to enforce the policies and procedures included in this guide to all guests, attendees and contracted services. The person making the reservation and listed as the customer on the permit is the renter. The renter will abide by and agrees to all policies and procedures listed in the Facility Rental Information Guide, *including but not limited to:*

1. The renter must be 18 years or older.
2. The renter is the responsible party and contact person for the facility reservation.
3. The Building Supervisor will communicate rental policies and procedures with the renter and one additional contact person provided by renter during registration. One person, either the renter or the contact person, is required to be present the entire rental.
4. The renter is the only person that can request modifications to the reservation.
5. If additional time is needed by renter, changes and payment must be received 14 or more days prior to rental date. Time changes are not permitted after the 14-day time frame.
6. Renters are charged for ALL THE TIME in the facility, including bringing personal items inside, decorating, arranging tables and chairs, displaying food, etc. and while cleaning the facility.
7. The renter will enforce the no alcohol policy to all attendees inside and outside of the facility, including parking areas. If there is any indication of alcohol consumption during the event the Building Attendant is required to call 911 and shut the rental down.
8. The renter will start cleaning a minimum of one (1) hour prior to the end time and in accordance to the Cleaning Policy and Procedures.
9. The rental does not exceed the time stated on the permit. The renter, attendees, guests, and hired services including their equipment must be vacated from the building at the end time stated for the rental. Even five (5) minutes after is considered late and renter will forfeit the damage deposit.
10. The renter will provide their own items needed for their activity such as but not limited to: coffee pot, coffee, cutlery, plates, cups, decorations, additional tables, additional chairs, equipment, soap, wash cloths, paper towels, environmentally safe and non-abrasive cleaning solution (no bleach), small broom and dust pan, etc.

Additional Policies

- **Federal & State Laws** – The renter will comply with all Federal and State Laws and City Ordinances governing the use of City Facilities.
- **Animals** – Animals are **not** allowed in City facilities unless necessary for individuals who have a licensed service dog or if it is pre-approved by the City of Kennewick to have animals in the facility as a part of an activity being offered.
- **Smoking** - City of Kennewick facilities are smoke free and tobacco free. If you wish to smoke you must be outside, 25 feet away from the facility and use the receptacles provided for proper disposal.
- **Flammable Material** – The City of Kennewick Fire Department regulates the use of flammable materials. Flaming food, candles, votive, and tea lights are not permitted. Fireworks are prohibited in the City of Kennewick and can't be used at any of the facilities. Fuel canisters for warming foods are allowed, however, the chafing dish along with the fuel canister(s) must be placed on a metal table. Self-contained gas barbecue grills can be used at facilities that feature outdoor patio areas. Barbecues are not allowed inside facilities or under canopies. Charcoal can't be left behind. Please coordinate with City staff on the placement of barbecues for functions.
- **Decorations** – The use of staples, nails, tacks or duct tape is prohibited when affixing decorations to the wall and ceilings. The use of teacher's putty and/or painter's tape is acceptable. All putty and tape must be removed at the conclusion of the rental.
 - Hanging decorations from light fixtures is prohibited
 - Push pins may only be used to attach decorations to bulletin board.
 - Fog/smoke machines, dry ice, rice, birdseed, confetti, dance wax, etc. are not permitted.
 - Fire extinguishers shall not, at any time, be covered by decorations.
 - One bank of lights must remain on at all times in each room of the facility.
 - Posting of signs or banners outside any City facility must be pre-approved by the City.
 - Helium balloons are allowed under the following conditions:
 - Attach groups of helium balloons to a weighted object (single balloons are not allowed).
 - All balloons must be removed from the building at the conclusion of the rental.
- **Food & Beverages** – Food and non-alcoholic beverages are welcome at City facilities. Renters are required to clean all food and beverage spills or stains.
- **Discarding Grease** – Never dispose of grease down a drain or on City property. Place cooled grease in a non-recyclable container and discard with regular garbage.

Warning- Cooking with fats, oils, grease, and cooking products with any grease laden vapors is prohibited at the Highlands Grange Building as agreed by the ownership and the Deputy Fire Marshal, and the Kennewick Fire Department. Any violation of this agreement is subject to penalty by law.



Lift Information - The lift located inside the Highlands Grange Building is designed to be utilized for people with **disabilities only**. Using the lift to move non-disabled individuals, tables, supplies, or items from one floor to another is not permitted. The lift is equipped with an alarm. If the lift alarm is triggered unnecessarily the renters can be billed for false alarm maintenance and/or damage to the lift costing a minimum of \$600.00. The building supervisor can show you how to operate the lift.

Building Attendant Information and Policies

Each facility will have an onsite Building Attendant who will stay for the duration of the rental.

The Building Attendant is on hand for the following:

1. Unlock and lock the building at the scheduled time as stated on the permit.
2. Answer questions about the building and procedures.
3. Ensure the noise level does not become excessive.
4. Enforce Alcohol Policy
5. Ensure renter adheres to no smoking and no tobacco rule inside the facility and while outside the facility, to remain 25 feet way from the facility.
6. Ensure renters have cleaned the facility according to policy and all equipment is accounted for, in the correct location and is undamaged.
7. Ensure the event ends promptly as listed on the permit and the facility is locked and secured.
8. When necessary, call law enforcement to enforce policies.
9. Provide general building supervision.

The Building Attendant may not:

1. Act as guardian or security for items brought in by the renter.
2. Supervise children (*children must be supervised at all times by an adult*).
3. Act as custodian for cleanup.
4. Direct traffic.
5. Help move tables, chairs or other equipment.
6. Accept or sign for deliveries.

Cleaning Policy and Procedures

Leave the facility clean and in the order in which it was found. Renter is required to bring their own cleaning supplies, including but not limited to, a small bucket, liquid soap, wash cloths, paper towels, environmentally safe and non-abrasive cleaning solution (no bleach), small broom and dust pan.

The renter is responsible and required to clean according to the below listed requirements:

1. Wipe down all tables, chairs, and other surfaces used during rental.
2. Dispose all garbage into "indoor" trash cans.
3. Remove all debris and spills from all floor surfaces.
4. Tables, chairs, and other furnishings shall be returned to their original place (according to diagram).
5. Renters must stay on site until all items brought into the building are removed and vacated, including all attendees, contracted entities, decorations, supplies and equipment. This could include sound and lighting, band equipment, catering supplies, and rented items such as additional tables and chairs.
6. Flush toilets.
7. If applicable, remove all food, cake, soda, water bottle, bags of ice, etc. from refrigerator(s) and freezer(s).
8. If applicable, clean countertops, inside oven, stove top and refrigerator(s) and freezer(s).

Damage Deposit Refund and Forfeiture

The damage deposit is refundable approximately 10 business days after the facility rental, providing the conditions below are met.

1. The entire facility (including outside) is clean and left in the order in which it was found and according to the Cleaning Policies and Procedures stated in the Facility Rental Information Guide.
2. Rental use does not exceed time stated on the permit. Renter, attendees, contracted entities, decorations, equipment, and supplies that were brought into the building must be removed and vacated on time.
3. Additional Building Attendant time is not required as part of the rental.
4. All City equipment, chairs, tables, etc. are accounted for, in their correct location, clean and undamaged.
5. All other requirements for facility rentals are met as outlined in this guide.

If any of the above conditions are not met the Damage Deposit of \$150 will be forfeited and any additional conditions that exceed damage deposit will be billed to the renter. If the cost of cleaning and/or repair of the facility exceeds the amount of the damage deposit, the renter listed on the permit will be billed for those additional costs. Janitorial service will be billed according to the current hourly rate paid by the City and repairs will be billed for the full repair or replacement cost incurred.

Janitorial Fee

The Janitorial fee applies to sanitary cleaning and restocking of supplies. Janitorial services are coordinated 14-days prior by the Kennewick Parks and Recreation staff and services are completed after the renter has vacated the building. The janitorial fee is non-refundable unless cancellations are received 14-days prior to the rental date.

Janitorial services will include:

1. Damp mop all floors with appropriate cleaning solutions.
2. Dispose of all trash to outside trash bin and replace with new liners.
3. Clean and sanitize restrooms including fixtures, chrome fittings, partitions, and doors.
4. Restock supplies.

Cancellation Policy

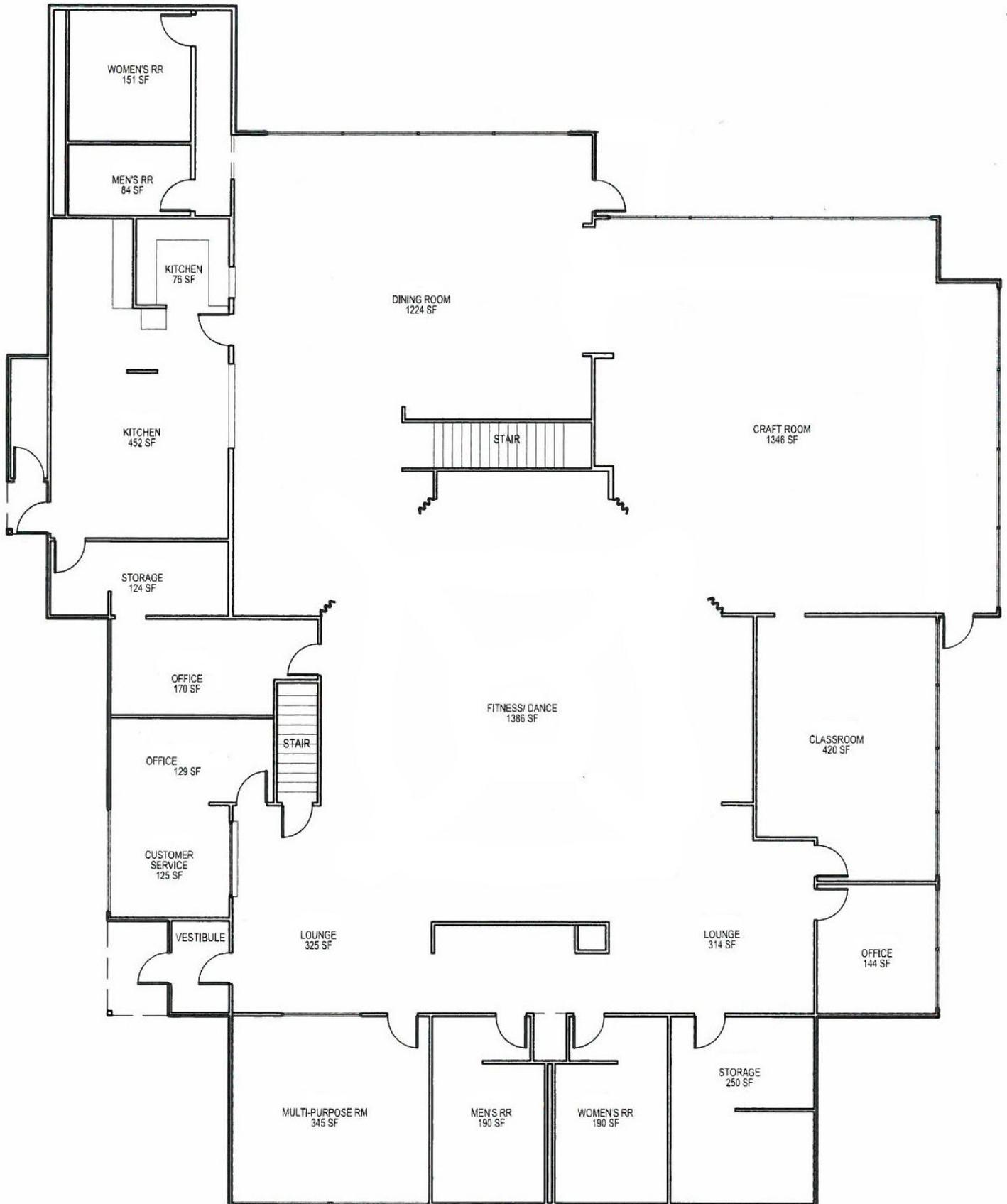
At the discretion of the City, and acting in good faith, we may cancel your reservation if the facility you requested becomes unsafe for the intended use. Such circumstances include, but are not limited to, natural disasters, environmental hazards, civil disturbances, or events affecting public health and safety. Rental fee and the damage deposit will be refunded.

Cancellations are required in writing or by e-mail from the renter listed on the permit. If received up to 14-days prior to the rental date a full refund will be issued, less the \$40 application fee. Cancellations received after the 14-day time frame, will result in a forfeiture of all fees including the damage deposit and janitorial fee.

Emergency/Non-Emergency Information

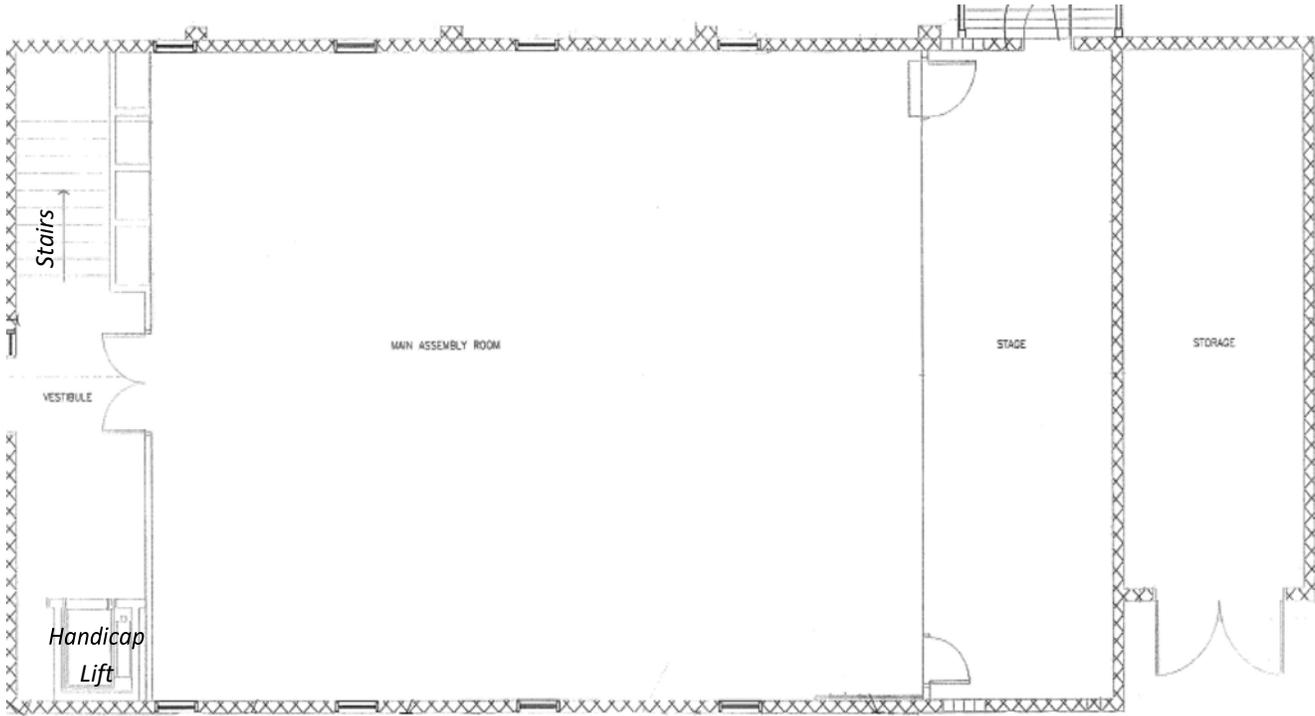
Police, Fire, Ambulance	911
Non-Emergency Police Assistance	(509) 628-0333
City of Kennewick Non-Emergency Assistance Weekend and weekdays after 5:00 p.m. (Maintenance issues such as electricity off, sprinklers on, etc.)	(509) 585-4419

Appendix A: Keewaydin Community Center Building Map



Appendix D: Highlands Grange Building Map

Upstairs/Ground Level



Downstairs/Basement

