

City of Kennewick Facility Rental Information Guide



Highlands Grange Building
1500 S. Union St., Kennewick



Kiwanis Building
6007 Columbia Park Trail, Kennewick



Kennewick Senior Center
500 S. Auburn St., Kennewick

For reservation information visit one of our
REGISTRATION LOCATIONS

Southridge Sports & Events Complex

2901 Southridge Blvd.

Monday - Thursday: 9am - 9pm

Friday & Saturday: 9am - 5pm

Sunday: Noon - 5pm

509.585.4293

Kennewick Senior Center

500 S. Auburn St

Monday - Friday: 8am - 4pm

509.585.4303

<http://www.kennewickrecreation.com>



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○ Cooking with fats, oils, grease, and cooking that produces any grease laden vapors is prohibited at the Highlands Grange building.	
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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, birthday parties.

Events or activities **open to the public** produced and organized by a private group or commercial venture are deemed a “special event” and all rentals of any kind with alcohol is deemed a “special event” by the City of Kennewick and is administered under the Special Events Guide. For more information call Kennewick Parks and Recreation at 585-4293. To view the Special Events Guide and Application packet visit <http://www.kennewickrecreation/specialevents.com>

For information on additional rental amenities in Kennewick such as park gazebos, softball, baseball and other sport fields, Southridge Sports and Events Complex or Kenneth Serier Memorial Pool, please contact Kennewick Parks and Recreation at (509) 585-4293 or visit our website at <http://www.kennewickrecreation.com>

Facility Reservations (for private, by Invitation events or activities)

Reserving a facility is easy. Just follow these simple procedures:

1. Determine which facility best suits your needs: Highlands Grange, Kiwanis and Kennewick Senior Center
2. Determine rental start and end times.
 - When making your rental reservation, pay special attention to the start and end time you request. Renters are charged for all time in the facility including bringing personal items inside, decorating, arranging tables and chairs, etc. Renters will start cleaning the facility a minimum of 1-hour before end time stated on permit and according to **Cleaning Policy and Procedures**. If renters have not vacated the building on time the entire damage deposit will be forfeited and additional charges could occur.
 - The Building Supervisor, janitorial services and facility management has been coordinated 14-days prior to the rental date and according to the specified time requested by renter and stated on permit receipt. If additional time is needed by renter, modifications and fees are due 14 or more days prior to rental date. Time changes are not permitted after the 14-day time frame.
3. Read the Facility Rental Information Guide and agree to the policies and procedures listed in the guide.
4. Make your rental reservation at a Kennewick Parks and Recreation registration center (see below).
5. Register and pay fees associated with your rental reservation.
 - During registration, renter is required to provide an additional contact. Your Building Supervisor will communicate rental policies and procedures with 1) renter, and 2) additional contact. At least 1 contact must be present and available for the duration of the rental.
 - Pay the \$40 non-refundable application fee.
 - Pay the \$150 damage deposit.
 - All other facility fees **are due no later than 14 days prior** to your rental date, including hourly fees, janitorial fee and any other additional charges.
 - Payment methods include cash, check, credit card or debit card (Visa, MasterCard, Discover, and American Express).

Kennewick Parks and Recreation REGISTRATION CENTERS	Kennewick, WA	Phone	Hours of Operation
South Kennewick Site (Southridge Sports & Events Complex)	2901 Southridge Blvd., #A	(509) 585-4293	<ul style="list-style-type: none"> • M-Th., 9am-9pm • Fri & Sat, 9am-5pm • Sun., noon-5pm
Downtown Kennewick Site (Kennewick Senior Center)	500 South Auburn St.	(509) 585-4303	<ul style="list-style-type: none"> • M-F, 8am-4pm

Kennewick Senior Center - 500 South Auburn St., Kennewick

Description: The building is single level with a dining room, a hardwood dance floor area and a carpeted multi-use room. Additional rental fees apply to utilize the commercial kitchen located inside the Kennewick Senior Center (see below for fee information).

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 tables and chairs; 269 standing room only
- **Dining Room** - 1,224 sq. ft.; 81 seated with tables and chairs; 244 standing room only

Activities	Meeting, birthday party, family reunion, wedding reception, etc.	
Application Fee	\$40	Non-refundable
Damage Deposit	\$150	Refer to damage deposit refund policy
Rental Fees	\$60	Per hour, City Resident, 4 hour minimum
	\$90	Per hour, Non-City, 4 hour minimum
Commercial Rental Fees Activities or events produced and organized by a private group or as a commercial venture.	\$115	Per hour, City Resident, 4 hour minimum
	\$172	Per hour, Non-City, 4 hour minimum
Janitorial Sanitizing and Restocking Fee	\$100	Janitorial fee is non-refundable unless cancellation notification is received 14-days prior to rental date.
Building Supervisor	Yes	Stays for the duration of the rental and is included in the rental fee
Tables & Chairs Available	Yes	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.

Commercial Kitchen (inside the Kennewick Senior Center) - 500 South Auburn St., Kennewick

Description: Commercial kitchen with the use of convection oven, refrigerator, freezer, dishwasher, steam tables, and other kitchen amenities. The kitchen is assigned its own Kitchen Building Supervisor that stays for the duration of the kitchen rental, will assist with questions on how to operate equipment, and ensure City policies are enforced. The renter is required to provide all items such as pots, pans, cutlery, serving utensils, coffee pot, storage products, and if applicable, all serve-ware such as plates, napkins, cups and flatware.

Activities	Catering services - personal use or commercial product preparation to prepare food items for your activity or for commercial use	
Application Fee	\$40	Non-refundable
Damage Deposit	\$150	Refer to damage deposit refund policy
Rental Fees	\$50	Per hour, City Resident, 4 hour minimum
	\$75	Per hour, Non-City, 4 hour minimum
Commercial Rental Fees Activities or events produced and organized by a private group or as a commercial venture.	\$95	Per hour, City Resident, 4 hour minimum
	\$142	Per hour, Non-City, 4 hour minimum
Janitorial Sanitizing and Restocking Fee	\$100	Janitorial fee is non-refundable unless cancellation notification is received 14-days prior to rental date.
Kitchen Building Supervisor	Yes	Stays for the duration of the rental and is included in the rental fee
Tables & Chairs	N/A	Not applicable

Kiwanis Building - 6007 Columbia Park Trail, Kennewick (West End, Columbia Park)

Description: The building is single level with a large open area for events. There is a small kitchen with 2 refrigerators, 2 electric ranges, 2 microwaves, stainless steel table for food prep and a stainless steel sink. There is a gas fireplace for use, which is operated by a dial timer.

Facility Capacities:

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

- 1,953 sq. ft.; 130 seated with tables and chairs; 244 standing room only

Activities	Meeting, birthday party, family reunion, wedding reception, etc.	
Application Fee	\$40	Non-refundable
Damage Deposit	\$150	Refer to damage deposit refund policy
Rental Fee	\$40	Per hour, 4 hour minimum
Janitorial Sanitizing and Restocking Fee	\$100	Janitorial fee is non-refundable unless cancellation notification is received 14-days prior to rental date.
Building Supervisor	Yes	Stays for the duration of the rental and is included in the rental fee
Tables & Chairs Available	Yes	Approximately 19 , 6' ft. tables and 100 chairs. All tables and chairs must stay inside the building.

Kiwanis Building, Recognized Youth Agency Discount - 6007 Columbia Park Trail, Kennewick

Kiwanis “Youth” Rentals - Activities and events that are considered “youth” are for age groups 18 and under and are from a recognized youth agency.

Entrance into the Kiwanis building for “youth” rentals (only) will be coordinated through the Parks and Recreation Department. When reserving for a “Youth” activity, the Reservation Specialist will discuss how to enter the Kiwanis Building (key issued or City staff). The maximum occupancy for Kiwanis is 390 standing room only or 130 people seated with tables and chairs.

Activities	Recognized youth agency: Boy Scouts, Girl Scouts, 4-H, etc.	
Application Fee	\$40	Non-refundable
Damage Deposit	\$150	Refer to damage deposit refund policy
Rental Fee	\$15	Per hour, 4 hour minimum
Janitorial Sanitizing and Restocking Fee	\$100	Janitorial fee is non-refundable unless cancellation notification is received 14-days prior to rental date.
Building Supervisor	N/A	There is no assigned Building Supervisor for Kiwanis youth rentals. The renter is still required to ensure the building is clean and orderly at the end of rental. Refer to “Conclusion of Your Rental”
Tables & Chairs Available	Yes	Approximately 19 , 6' ft. tables and 100 chairs. All tables and chairs must stay inside the building.

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

Description: The building is 2 levels, and includes a basement (lower level) 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.

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



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 event 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 chair; 231 standing room only



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.

Activities	Meeting, birthday party, family reunion, wedding reception, etc.	
Application Fee	\$40	Non-refundable
Damage Deposit	\$150	Refer to damage deposit refund policy
Rental Fees	\$60	Per hour, City Resident, 4 hour minimum
	\$90	Per hour, Non-City, 4 hour minimum
Commercial Rental Fees Activities or events produced and organized by a private group or as a commercial venture.	\$115	Per hour, City Resident, 4 hour minimum
	\$172	Per hour, Non-City, 4 hour minimum
Janitorial Sanitizing and Restocking Fee	\$110	Janitorial fee is non-refundable unless cancellation notification is received 14-days prior to rental date.
Building Supervisor	Yes	Stays for the duration of the rental and is included in the rental fee
Tables and Chairs Available	Yes	Approximately 18, 6' ft. tables & 110 chairs. All tables and chairs must stay inside the building.

Facility Hours of Operation (based on availability)

Facilities can be reserved on the first business day of the new calendar year. Fees and policies are subject to change effective January of each calendar year. First priority for usage is given to City of Kennewick sponsored or co-sponsored activities; thereafter, facilities are reserved on a first come first served basis.

- | | | | |
|---|-----------------|--------------|-----------------------------|
| • Senior Center | Saturday only | 7 am - 10 pm | (cleaned & vacated by 10pm) |
| • Commercial Kitchen (at the Senior Center) | Saturday | 7 am - 10 pm | (cleaned & vacated by 10pm) |
| | Monday-Friday | 2 pm - 10 pm | (cleaned & vacated by 10pm) |
| • Highlands Grange | 7 days per week | 7 am - 10 pm | (cleaned & vacated by 10pm) |
| • Kiwanis Building | 7 days per week | 7 am - 10 pm | (cleaned & vacated by 10pm) |

Facility Pre-Tour

You are welcome to tour a facility and view the amenities during non-program hours. Appointments can be made by calling Kennewick Parks and Recreation at 585-4293 or 585-4303. 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.

Hold Harmless

The renter is the responsible party and agrees information given during the reservation process is truthful. The renter agrees to exercise care and safety in use of the facility and 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 they have read the requirements for renting a City of Kennewick facility and agrees to abide by the rules and policies outlined in the entire Facility Rental Information Guide. The renter agrees to enforce these policies and procedures to all guests, attendees and contracted services. The renter further agrees to pay in advance any fees associated with the rental request and that cancellations must be received in writing by the City no later than 14 days prior to rental date(s) or the renter forfeits all rental fees. For certain unique activities the renter or event coordinator will be required to complete, sign and have notarized the City's standard Hold Harmless Agreement. For some special uses, commercial general liability insurance or its equivalent is required at the time of reservation.

Renter Responsibilities

The person making the reservations 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 1) renter, and 2) additional contact person provided by renter during registration. One person, either the renter or 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 TIME in the facility including bringing personal items inside, decorating, arranging tables and chairs, displaying food, etc. and while cleaning the facility.
7. If not granted written approval by the City of Kennewick to consume alcohol, the renter will enforce the no alcohol policy to all attendees inside and outside the facility including parking areas. If there is any indication of alcohol consumption during the event the Building Supervisor is required to call 911 and shut the rental down.
8. The renter will start cleaning a minimum of 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 permit. The renter, attendees, guests and hired services including their equipment must be vacated from the building on time as stated on permit. Even 5-minutes after is considered late and renter will forfeit damage deposit.
10. The renter ensures all minors are supervised by an adult at all times during the rental.
11. The renter is responsible for making sure all attendees and guests are respectful of the facility and property and will adhere to the no alcohol and no smoking policy, vehicles prohibited on lawn and park areas, policy and noise ordinances. Refer to Additional Policies.
12. The renter will provide their own items needed for their activity such as but not limited to: coffee pot, coffee, cutlery, table covers, plates, cups, decorations, additional tables, additional chairs, equipment, etc. Plus, renter will provide their own cleaning supplies included but not limited to; small bucket, liquid soap, wash cloths, paper towels, environmentally safe and non-abrasive cleaning solution (no bleach), small broom and dust pan, etc.

Building Supervisor Information and Policies

Each facility will have an onsite Building Supervisor who will stay for the duration of the rental (excluding Kiwanis youth rentals).

The Building Supervisor 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 renters adhere to no smoking and no tobacco rule inside the facility and while outside the facility, to remain 25 ft. away from 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 Supervisor is **NOT** responsible for the following:

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

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 it is 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 Materials** - 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. Charcoals 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 walls or 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 boards and NOT allowed on the sound deadening panels in the Kiwanis Building.
 - Fog/smoke machines, dry ice, rice, birdseed, confetti, dance wax, etc. are not permitted.
 - Decorations must not block or cover any emergency exit or exit sign.
 - 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-alcohol beverages are welcome at City facilities. Renters are required to clean all food and beverage spills or stains. Kitchen amenities vary at each facility. Please refer to the Facility Amenities and Fees under “Description” for details.
- **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.

Alcohol Policy

The consumption of alcoholic beverages is not permitted in City Parks or Buildings, unless the renter or Event Coordinator of either a public or private activity is granted written approval from the City of Kennewick; and provides the following.

- 1) Special Event Agreement Form
- 2) Hold Harmless Form
- 3) Approved Temporary License through the Washington State Liquor Control Board (WSLCB), visit website at <http://liq.wa.gov/licensing/speciallicenses-and-permits>.
- 4) Pay \$230.00 Alcohol Administration Fee
- 5) Pay \$250.00 Alcohol Damage Deposit

Special conditions in which the Event Coordinator/Renter must adhere to, in order to allow alcohol use:

- ❖ Arrangements must be made for professional, licensed and bonded security to be present during the activity. The City of Kennewick will assist in determining the number of security personnel for each event.
- ❖ The security company must be licensed and bonded, and must provide and maintain commercial general liability insurance in the amount of \$1 million (\$1,000,000) each occurrence and \$2 million (\$2,000,000) annual aggregate naming the City of Kennewick as an additional insured.
- ❖ All areas where alcohol is being consumed must be enclosed by walls or double fencing spaced a minimum of 5 feet apart.
- ❖ No minors are allowed within the alcohol designated use area.
- ❖ All attendees consuming alcohol must remain in designated secured areas.
- ❖ The renter or Event Coordinator must provide and maintain liquor liability insurance in the amount of \$1 million (\$1,000,000) and name the City of Kennewick as an additional insured.
- ❖ The vendor or company providing and serving the alcohol at the event must be licensed and provide and maintain liquor liability insurance in the amount of \$1 million (\$1,000,000) each occurrence and \$1 million (\$1,000,000) aggregate naming the City of Kennewick as an additional insured.

NOTE:

- Insurance can be obtained through an insurance company or obtain TULIP, *Tenant Users Liability Insurance Policy* by visiting <http://www.onebeaconentertainmnet.com> (quotes are available).
- Processing time for events and activities with alcohol is 90 days minimum.

Non-compliance of any of the above Alcohol Policy or associated conditions required by the City of Kennewick and the WSLCB will be cause for immediate permit revocation and closure of the activity.

Cleaning Policy and Procedures

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

1. Start cleaning the facility a minimum of 1-hour before end time.
2. Leave facility clean and in the order in which it was found.
3. Renter is required to bring their own cleaning supplies, included but not limited to, small bucket, liquid soap, wash cloths, paper towels, environmentally safe and non-abrasive cleaning solution (no bleach), small broom and dust pan.
4. Tables, chairs and other furnishings returned to original place (according to posted diagram).
5. Dispose all garbage into “indoor” trash cans.
6. Remove debris and spills from all floor surfaces.
7. Wipe debris off tables, chairs, and other areas used during rental.
8. Renter must stay on premise 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.
9. Flush toilets.
 10. If applicable, remove of all food, cake, pop, water bottles, ice bags from refrigerator(s) and freezer(s).
 11. If applicable, clean countertops, inside oven, stove top and refrigerator(s) and freezer(s).

Damage Deposit Refund

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 permit. It is imperative to vacate facility on time. This includes renter, attendees, contracted entities, decorations, equipment, and supplies that were brought into the building must be removed and vacated on time.
3. Additional Building Supervisor 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 the Facilities Rental Information Guide.

Damage Deposit Forfeit

If any of the above conditions are not met the Damage Deposit of \$150 (or Alcohol Damage Deposit of \$250) 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 exceed 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.



City of Kennewick facilities host daily and nightly Parks and Recreation community classes and programs that require a clean and orderly environment to participate in. Thank you for ensuring the facility is clean and left in the order in which it was found.

Janitorial Sanitizing & Restocking Fee

The Janitorial Sanitizing and Restocking 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 renters have 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 outdoor trash bins 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 fees and the damage deposit will be refunded.

Cancellations are required in writing or by e-mail by renter listed on permit. If received up to 14-days prior to the rental date a full refund will be issued, less the \$40 administrative fee. Cancellations received after the 14-day time frame, will cause the applicant to forfeit 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
If the facility is not open and a Building Supervisor has not arrived at the specified time on rental permit, please contact the City of Kennewick answering service for assistance	(509) 585-4419

Additional Amenities to Rent

City of Kennewick Amenities

For more information on additional City of Kennewick amenities such as gazebos, baseball, softball and multi-sport fields, meeting space, etc., contact the Kennewick Parks and Recreation Department at (509) 585-4293 or visit <http://www.kennewickrecreation.com>

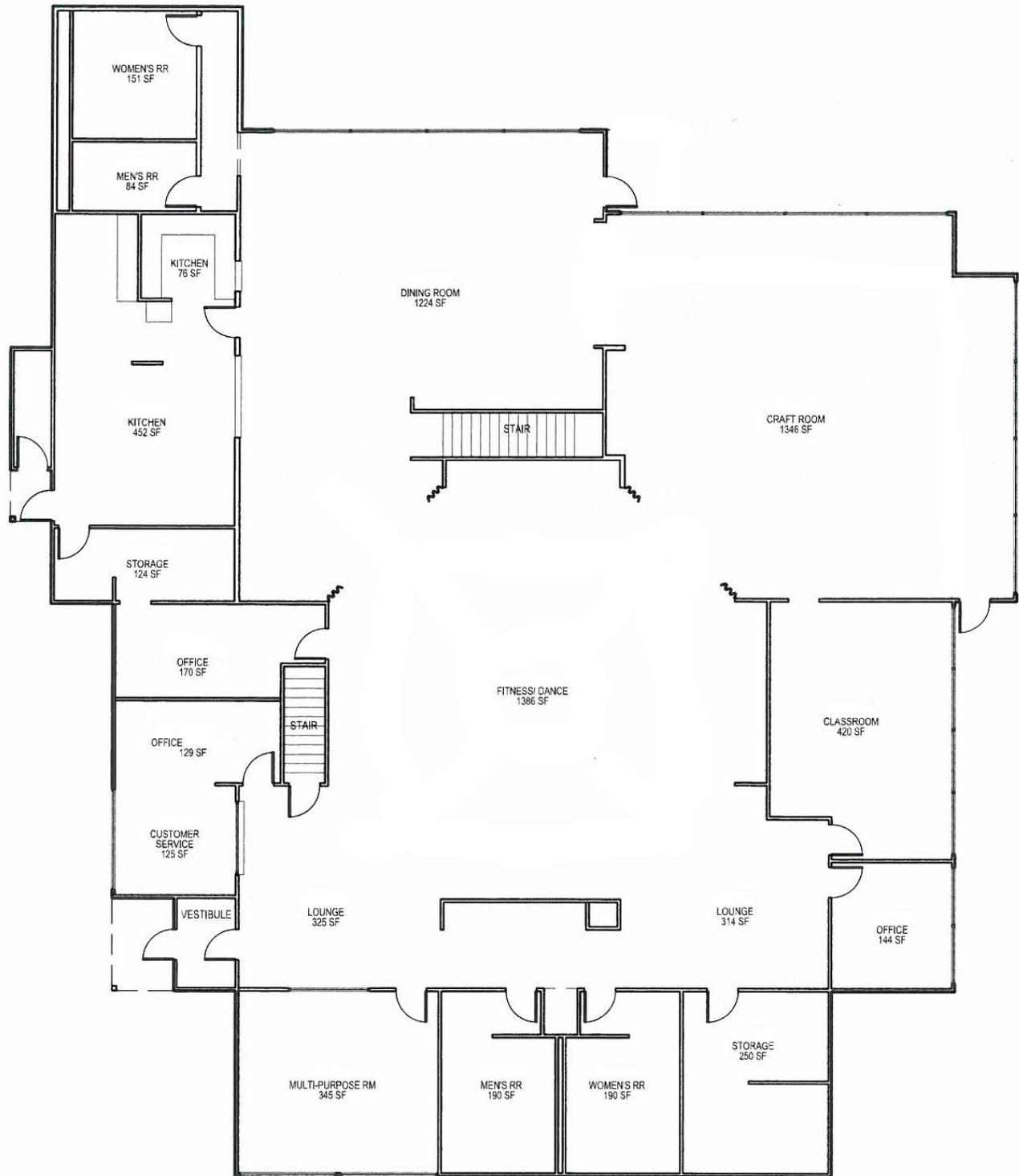
Southridge Sports and Events Complex

In addition, the Southridge Sports and Events Complex located at 2901 Southridge Blvd., #A in Kennewick is a 52 acre multi-sports development offering a variety of sporting, recreation and event amenities for the community to enjoy (opened March 2012). The complex houses the only indoor sports pavilion in the region which can be used for both sporting activities and events. There is a small kitchen inside the pavilion that is available to rent. The kitchen has a commercial size refrigerator and freezer, sink and counter space to prep food. There is no oven or stove. For more information call (509) 585-4293 or visit <http://www.playsouthridge.com>.

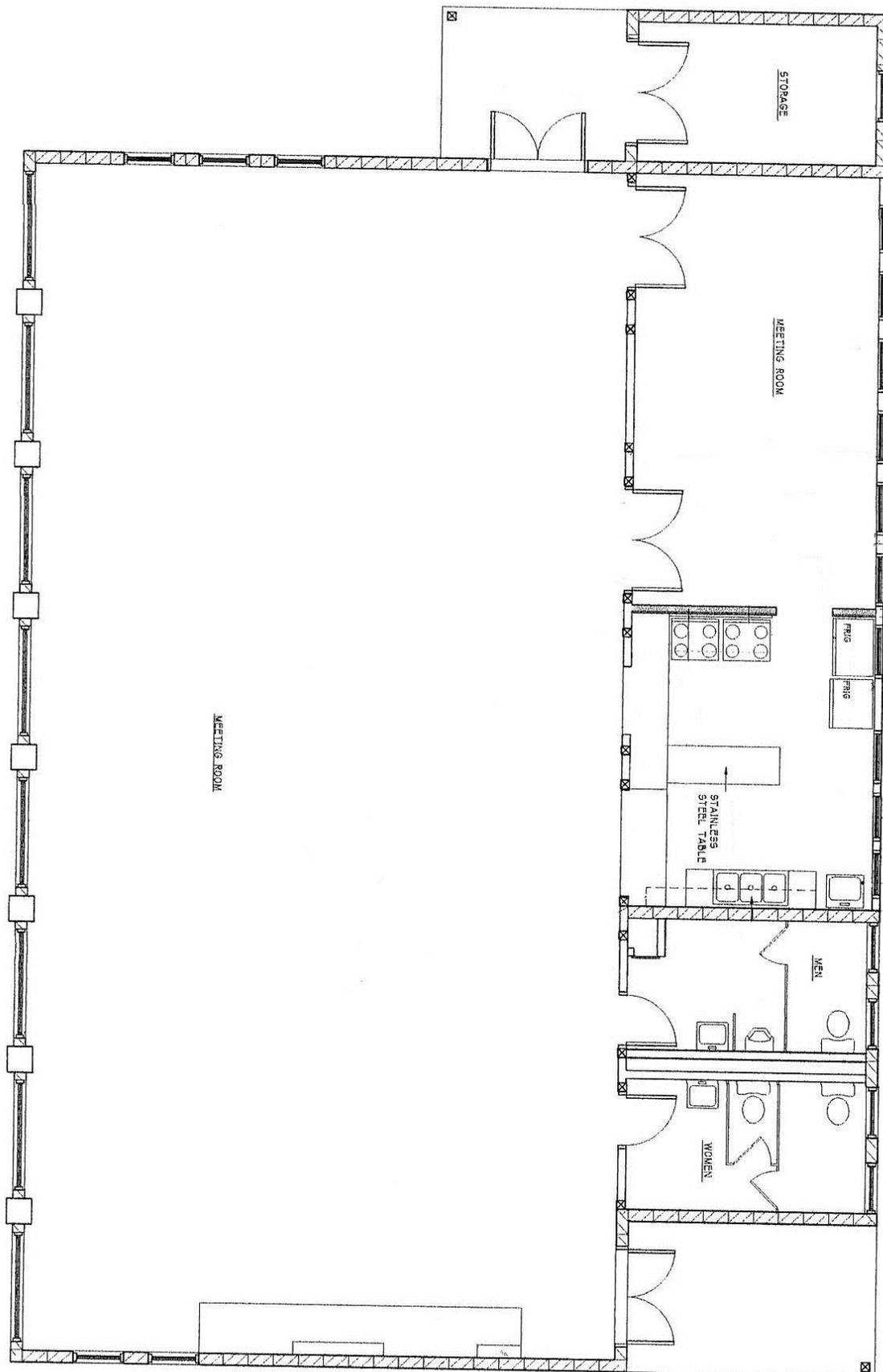
Kenneth Serier Memorial Pool

During the summer months, the City's community pool can be rented for birthday parties, events and gatherings. Renters will have exclusive use of the 25-yard pool, diving tank, diving boards, training tank, pool house (dressing room and restrooms), and fenced grassy area. The pool is located at 315 West 6th Avenue in Kennewick (on the corner of 6th and Dayton St.). For more information contact the Kennewick Parks and Recreation Department at (509) 585-4293.

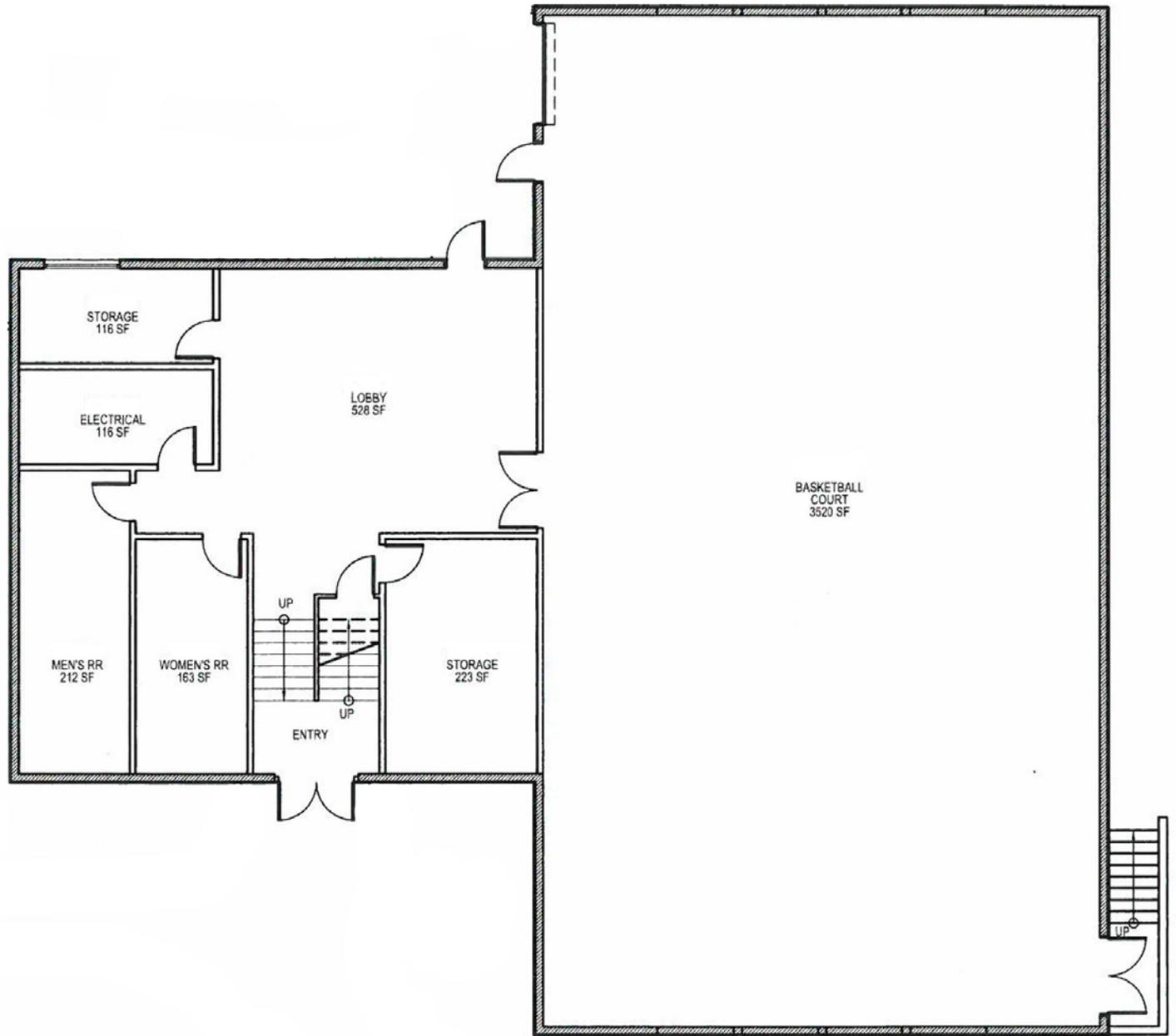
Appendix A: Kennewick Senior Center Building Map



Appendix B: Kiwanis Building Map

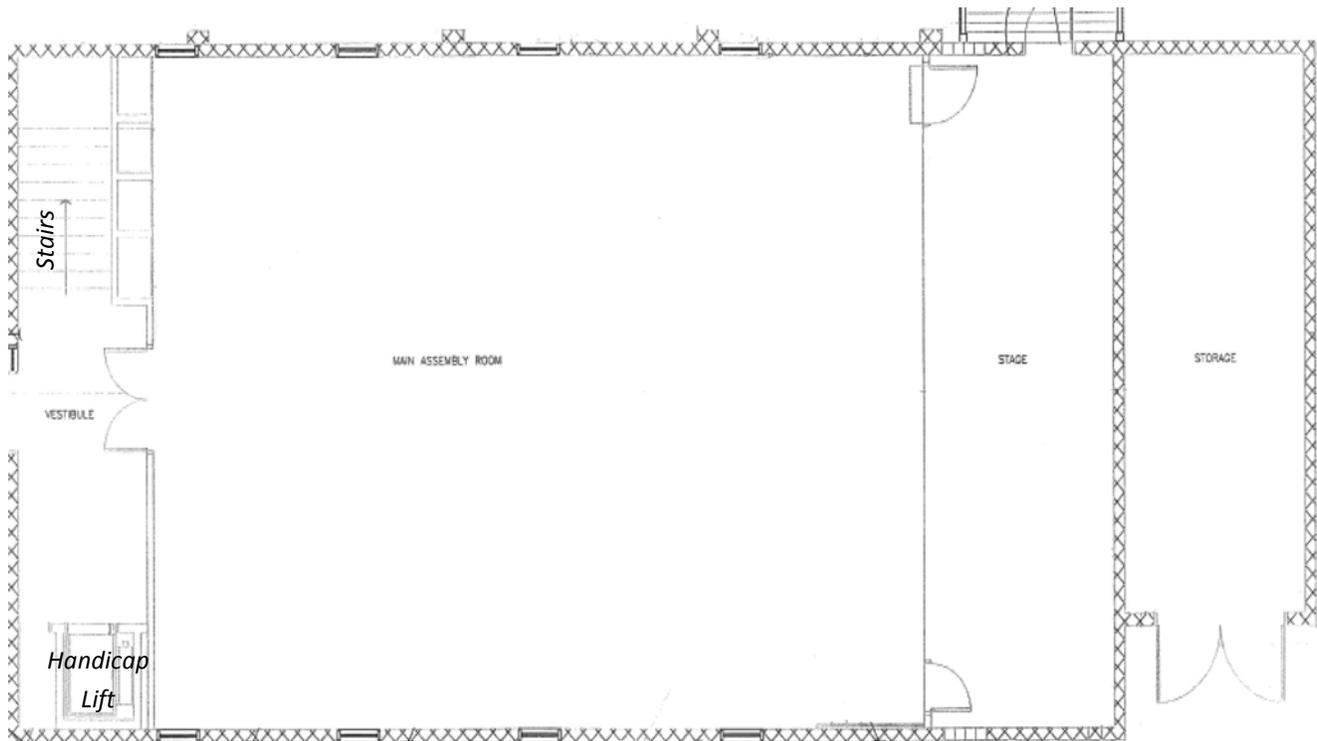


Appendix C: Kennewick Activity Center Building Map



Appendix D: Highlands Grange Building Map

Upstairs/Ground Level



Downstairs/Basement

