

Building Rental Information



McClelland Center
951 Delaware Street

Woman's Club
835 21st Avenue



Let us help make your event special...

Longview Recreation
2920 Douglas Street
360-442-5400
www.mylongview.com/recreation

The rental of the McClelland Center and Woman's Club is intended to enhance and promote the social, recreational, and cultural environment of the community. It is the intent of the City of Longview to encourage and permit the use of these buildings to the public and activities within the established polices in this rental packet.

Our mission is to build a healthy community by providing high quality recreation and park services for everyone.

How To Rent a Building

Determine which building best suits your needs by viewing information at www.mylongview.com/recreation or the amenities page in this packet for building details.

Complete a Building Rental Application and pay the deposit to secure the building and date. Once approved, pay the rental fees and fulfill all other requirements within 30 days prior of the rental date. You will receive a Facility Use Permit when all transactions are complete. A building monitor will unlock the building and will close the building at the times requested on the application. Renter must stay until monitor approves dismissal.

Considerations Before Renting

- Building use agreements are legal contracts and may not be entered into by persons under 18 years old or under 21 years old if having events with alcohol.
- Groups must do their own set up and clean up and is to be included in your time requested. Renter is responsible to monitor the building during use and not leave it unattended or open at any time.
- Reservations for buildings may be made up to one year in advance.
- Translation services may be received at the Ethnic Support Council by calling 636-2791.
- Non-residents pay additional fee. Non-residents do not reside or own property within city limits of Longview.
- Insurance is required for events with alcohol or other qualifying activities or risks that are determined.
- Woman's Club rentals must end at 11:00 pm. McClelland Center rentals must end at 12:00 midnight.
- Renter (person signing the application) is liable for all damage to the building and will be responsible for paying for damage.
- Food service is permitted for private events (catering, potluck and preparing of food on site is allowed)
- Food sales are not allowed without a County Health Department Food Service Permit.
- If alcohol or music is provided on premises, a city approved security officer may be required and paid for by the renter.
- The city is not responsible for storage, care, custody or control of equipment, materials or furnishings owned by the organization or person in city buildings.

Responsibilities During Rental

- Do not subcontract rental without prior Parks and Recreation approval.
- No open flame or fires permitted. Approval for candles may be granted with prior permission.
- No preparations shall be used on floors for dancing.
- No smoking inside city buildings. Must be 25 feet from entrances
- At 10:00 p.m. the parks are closed to building renters and everyone needs to remain in the building until the event is over.
- **No food or drinks allowed on carpeted areas.**
- Motor vehicles are restricted to driveways and parking areas only. Do not drive vehicles on walkways, turf or entrance areas for loading and unloading.
- Rentals can be terminated any time if use is other than what was approved.
- No animals allowed in buildings except for dogs used for assistance.
- Structures must have prior approval before being set up. All structures must comply with fire code and community development codes. No glitter.
- Report any safety concerns immediately to staff member on duty.
- All doorways must remain clear of tables, chairs or other objects due to fire regulations. A six foot unobstructed walkway must be left running the length of the building from each emergency exit.
- Decorations are to be fire resistant and comply with fire codes. No decorations are to be attached or on light fixtures or structures, which hold lights. No nails, tacks or staples allowed to hang decorations. Tape is permitted. **There is no glitter allowed.**
- All State, County, and City policies, procedures, codes, rules & laws for building and park use are to be followed and obeyed.
- Adequate adult supervision must be provided for youth and teens at city buildings. There is to be no unsupervised youth in hallways, restrooms or other areas in building.
- If using a barbeque outside building, unit must be 10 feet minimum away from building. Gas BBQs only. Charcoal not allowed outside buildings or in park areas.

Rental Information

Payment & Fee Information

Cash, credit card, and checks (payable to City of Longview) are acceptable forms of payment

The fee charged to the renter is based on the following categories:

- **Nonprofit** – Those groups, organizations or agencies with a 501(c) (3) which sponsor activities for the good of the community, which do not generate a profit. Intended for organizations membership use. Excludes fundraising events & events open to the general public.
- **Private** – Weddings, birthdays, anniversaries, family, parties, gatherings and other use not open to the public.
- **Business** – Those groups, organizations, agencies and businesses that sponsor activities for the purpose of their business or commercial reasons. Sale of products or merchandise, and profit generating is prohibited.
- **Special or Community Event** – Activities, events, programs, ceremonies, meetings, services, or other gatherings that are open to the general public.

Note: *If a nonprofit fundraising event is held, a fee charged, or donation collected, the rental fee is based on the nonprofit fundraising rate.*

Rental Deposit Fee

- A clean up, damage/reservation deposit is required. If building is left clean, undamaged and renter does not exceed approved time or conduct activities which have not been approved, then the deposit is refunded. Refunds may take Approximately 30 days to process and will be sent by mail. If policies, responsibilities of renter are not followed the refund may not be returned.
- **Cancellations at any time do not receive a refund of the deposit.**

Deposit Fees:

Building rental without alcohol - \$50.00
 Building rental with alcohol - \$100.00
 Community or Special Events – to be determined based on event.

Rental Payments

- **Cancellations within 30 days of the rental will not receive any refund.**
- Renters do not receive a refund for rental time not used or ending building use early.

Rental Addresses:

Elks Memorial, 2121 Kessler Blvd
 McClelland Center, 951 Delaware Street
 Woman’s Club, 835 21st Avenue

Rental Fees: McClelland Center & Woman’s Club (*Elks birthday party fees below)

Rentals based on a hourly rate with two hour minimum

Room	Nonprofit	Private	Business Use & Nonprofit Fundraising
Large Room	\$30 hour	\$45 hour	\$52 hour
Meeting Room	\$14 hour	\$24 hour	\$27 hour
Entire Building	\$37 hour	\$57 hour	\$72 hour

Day Rate: \$570 Entire Building (private use only)
 McClelland Center from 8am - 12 midnight, Woman’s Club from 8am - 11pm.

*Youth/Teen birthday party rental at Elks Building: \$100 or \$150. \$5 non-resident fee. Call for details

Additional Non-Resident Fee for McClelland & Woman’s Club – due at time of rental fee payment
(Non-Residents do not reside or own property within city limits of Longview)

Fee	Rental Cost
\$12	Up to \$150
\$25	\$151 to \$300
\$50	\$301 & over

These fees do not apply for special, community events or ongoing regular rentals. Additional fees and requirements govern these types of events. Please inquire at Recreation Office, 442-5400.

Building Amenities & Capacity

Woman's Club Building

(No Air Conditioner)

Capacity

Large Room with stage (27x42) 1,134 Sq/ft.

- Dancing / Standing - 125 people with no chairs/tables
- Assembly / Theater Style - 80 people with chairs
- Banquet Style - 80 people with chair and table set up

Meeting Room (25x15) 375 Sq/ft.

- Workshop Style - 25 people with chairs and tables

Kitchen - Three ovens, One, 4 burner stove, refrigerator, microwave, three large sinks

Equipment

- Chairs - 80
- Tables - 12 eight-foot tables, 1 six foot tables
- Card Tables – 2 (square)
- Coffee Pot - thirty cup
- Projector Screen
- PA System (for speaking only)

McClelland Center

(Air Conditioned)

Capacity

Large Room (60x60) 3,600 Sq/ft.

- Dancing / Standing - 375 people with no chairs/tables
- Assembly / Theater Style - 300 people with chairs
- Banquet Style - 225 people with chair and table set up

Meeting Room (32x20) 640 Sq/ft.

- Workshop Style 35 people with chair and table set up

Kitchen – sink, refrigerator, and microwave

Equipment

- Chairs - 200
- Tables - 30 eight-foot tables
- Projector Screen
- Card Tables - 2
- Risers - May be Arranged
- Baby Grand Piano
- Coffee Pot - one hundred cup
- PA System (for speaking only)

Building Cleaning Instructions

The following are requirements for rooms used during your rental and are to be completed before leaving the building. Please wait for staff to check and lock the building before leaving. Failure to follow instructions may result in your deposit being withheld.

Large Room

- You are responsible for set up and take down of chairs and tables. Place chairs and tables in the storage area when finished.
- Wet mop spills on floors immediately (**Use Only Warm Water, Do Not Use Any Cleaner**) and dust broom floors. Clean dust brooms by shaking them outside and thoroughly wash out wet mops in the cleaning sink (table & chair storage area at McClelland, or large sink at Woman's Club).
- **Do not drag tables or chairs across the floor.**
- No tape, wax or dance preparations on the floor.
- **No glitter allowed in the buildings.**
- Empty all trash in the outside trash containers.
- Place all recyclables into outside recycle container.
- All chairs and tables are to be stacked no more than twenty four (24) high. Chairs and tables are to be wiped with a damp cloth if spilled on or dirty.
- Take down and remove all decorations.

Meeting Room

- Put away tables and chairs.
- Sweep/vacuum or mop floor if needed.
- Empty trash in outside trash container.

Kitchen / Kitchen Area

- Clean counters, sink and kitchen appliances after use.
- Clean coffee pot.
- Mop spills and sweep floor.
- Empty trash in outside trash container.

Restrooms

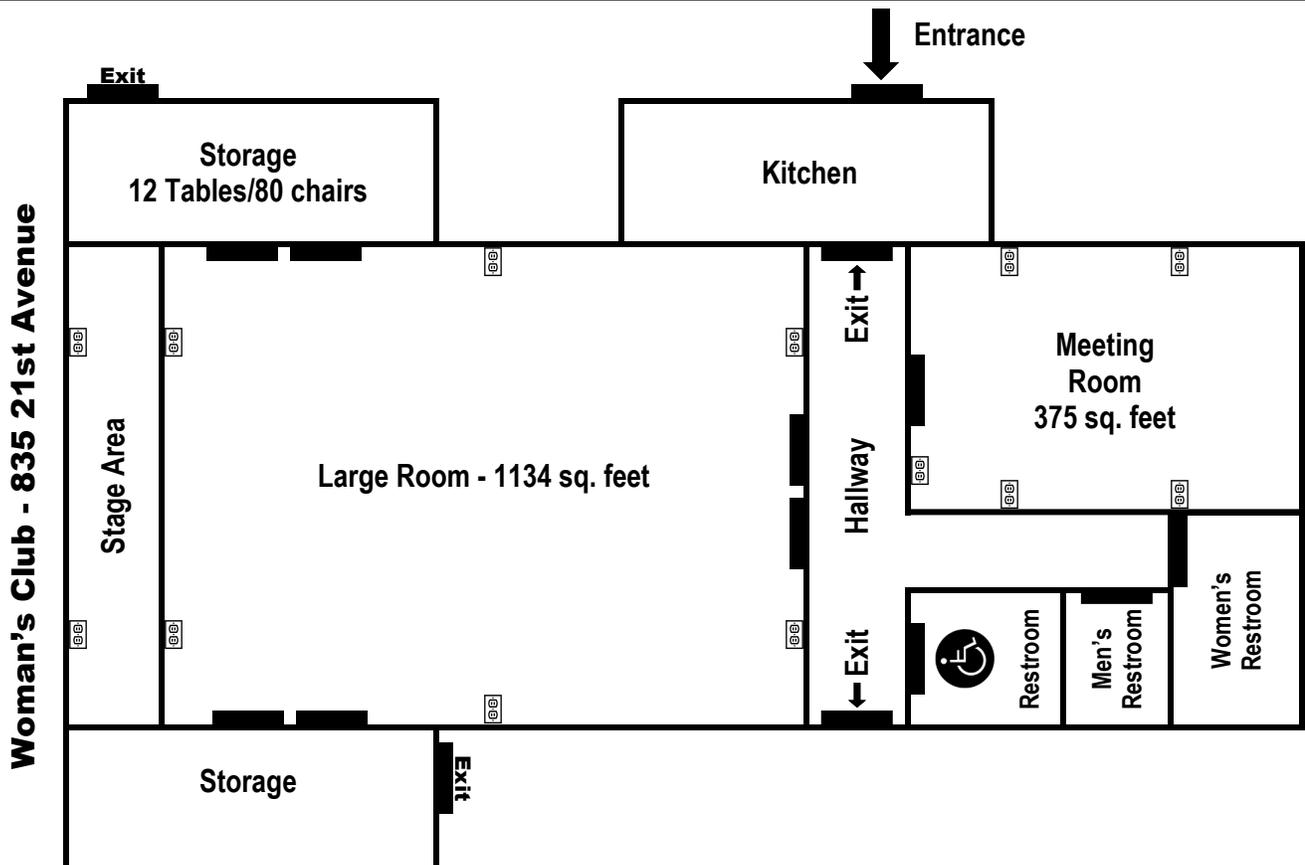
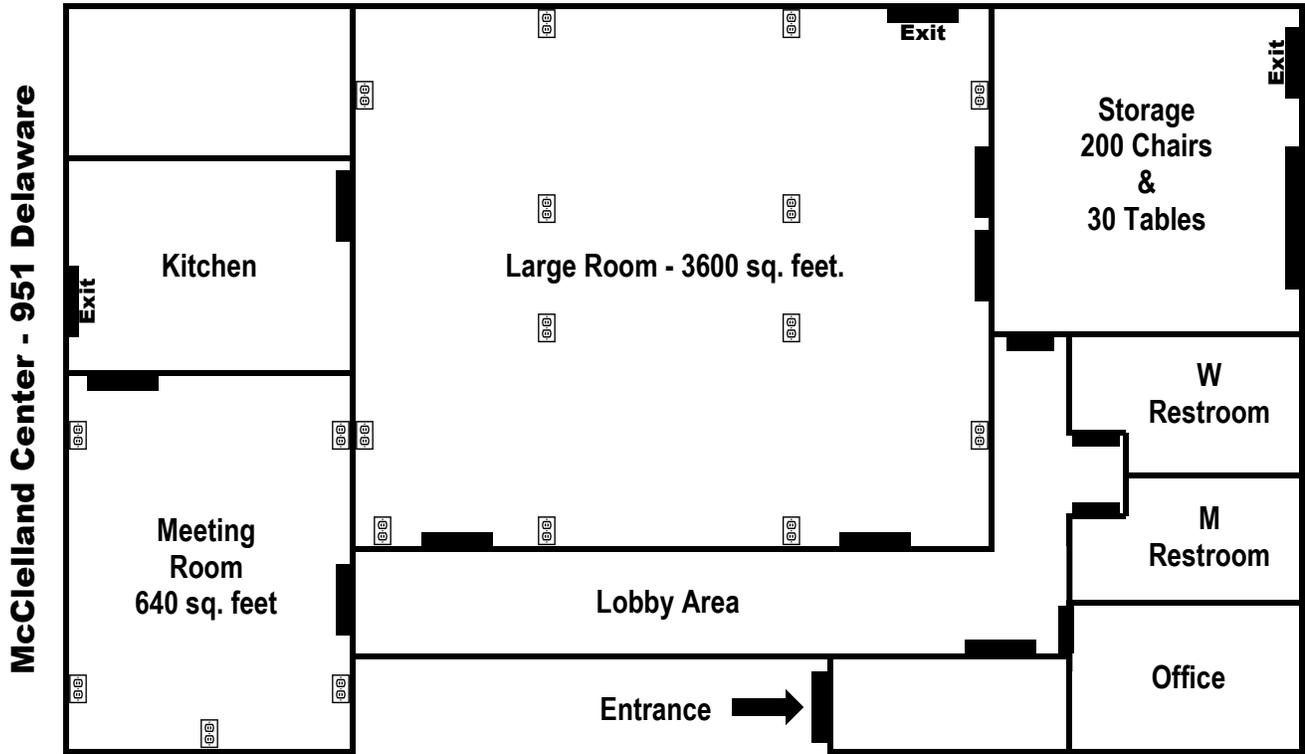
- Pick up trash from floor and counters.
- Make sure toilets are flushed.
- Empty trash in outside trash container
- Sweep floors

Entry Way / Parking Lot

- Pick up and dispose of trash, including cigarette butts in the entry way, exterior of building and parking lot area.

Rental Information

Building Floor Plans



Rental Information

Rental Insurance

Washington Cities Insurance Authority
User/Rental Liability Insurance Program

Insurance Required For:

Building rentals with alcohol, events open to the public, and some events with amplified sound and or dancing. Other rentals as determined that insurance may be required.

Instructions for Insurance:

- Instructions for obtaining a quote and/or purchasing insurance are as follows:
 - Access the site at www.onebeaconentertainment.com
 - Click on Tulip - Event Insurance (right hand side of page)
 - User enters building ID code. (click enter)
 - McClelland Center: 0465-087
 - Woman's Club: 0465-088
- The user/renter answers questions about event. (date, attendance etc.) Be sure to check "no" for liquor liability (only check yes if selling alcohol, prior approval needed)
- Click on "Quick Quote" for the cost of the insurance after answering all questions.
- If you elect to purchase the insurance, fill in user and contact information.
- The transaction is completed with a credit card on-line. (Visa/Mastercard)
The credit card approval only takes a few minutes. Once approved, an insurance certificate will be emailed to the user/renter and to the City of Longview.

Insurance purchase must be completed no later than 30 days prior to your rental date.

Please call the Recreation Office at 442-5400
if you have questions or problems with the website.

Rental Information

Amplified Music/Sound Policy

No Amplified Music / Sound Conditions:

- During hours which the Parks and Recreation Department buildings or parks are open to the general public.
- In building hallways, restrooms, food service or dining areas, common work areas, lobbies, hearing or conference rooms, public assembly areas, classrooms, activity rooms and outside park areas at any time (except by special permit permission), when open to the public.
- In recreation buildings, parks or property which have been designated for such use.
- On public transportation under the authority of the department.

Amplification may be permitted under the following conditions:

- With departmental approval during the Facility Use Permit procedure, which must be completed one month prior to rental date.
- During hours which the Parks and Recreation Department buildings are open for rentals and not for general business or public use.
- During regular user and private rentals when no other group is using the building.
- In approved buildings, amplification is only permitted in the main assembly rooms and not in the halls, lobbies, kitchen, restrooms or any other rooms.
- Amplified music or sound only allowed until 10:00 p.m. in the Woman's Club Building and until 11:00 p.m. in the McClelland Center Building with an approved permit.
- May be permitted only in outdoor areas of park(s), which have been designated for such use. This is only during daylight hours during a building or park rental.
- A Certificate of Insurance with an Additionally Insured Endorsement may be required.
- All State, County, and City policies, procedures, codes, rules & laws are followed and obeyed.
- Approved Security Officers may be required and will be paid for by the renter.

Rental Information

Alcohol Policy

(Beer, Wine, Champagne Only)

Alcohol not permitted:

- During hours which the Parks and Recreation Department buildings are open to the public.
- In hallways, rest rooms, food service areas, business work areas, lobbies, meeting or conference rooms, public assembly areas, classrooms, activity rooms and/or outdoor park areas at any time.
- In public schools, theaters, auditoriums, gyms and/or other buildings which are used by the department and open for general public use and is not permitted in public transportation under the authority of the department.
- At youth or teen events or activities.

Alcohol may be permitted under the following conditions:

- At McClelland Center and Woman's Club Buildings only, during approved rentals.
- Provide an acceptable Certificate of Insurance evidencing Commercial General Liability insurance with limits not less than \$1,000,000.00 (one million dollars) combined single limit per occurrence. The City of Longview shall be named as an additional insured, and an endorsement naming the City of Longview as additional insured shall be attached to the Certificate of Insurance. The City reserves the right to request a certified copy of the insurance policy.
- Restricted to host beverages only, with no sales allowed.
- With departmental approval during the permit procedure which must be completed one month in advance.
- During hours which the Parks and Recreation Department's buildings are open for rentals and not for general business.
- With approval during regular use and private rentals in designated buildings when no other group is using the building with an approved permit, in the main room and not in the halls, lobbies, kitchen, rest rooms or any other areas.
- Alcohol is not to be served or drunk after 10:00 p.m. in the Woman's Club Building or after 11:00 p.m. in the McClelland Art Center Building. Permit is for **beer, champagne, and wine only**. No hard liquor or mixed drinks are to be served or allowed in the building.
- All State, County and City policies, procedures, codes, rules & laws are to be complied with.
- Approved Security Officers may be required and will be paid for by the renter.

NOTE: A State of Washington Banquet Permit is required if having alcohol and may be obtained at www.liq.wa.gov

The State Permit must be posted prior to bringing alcohol into the building.



Alcohol "Beer & Wine" Request

Longview Parks & Recreation ♦ 2920 Douglas St. ♦ Longview, WA 98632
Office 360.442.5400 ♦ Fax 360.442.5955 ♦ www.mylongview.com/parks_rec

Request is hereby made by the undersigned for permission to have alcoholic beverages in a recreation building.

Building to be used	Date	Time (alcohol will be served) From: To:
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Type of Event

Application Confirmation

Name	Phone
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Address/City/State/Zip

I hereby agree that the undersigned and organization represented will abide by all City, State and County laws, codes and regulations for having alcohol at building. I have read and agree to follow the City of Longview's Alcohol policy.

Note: This does not take the place the required State Permit (banquet / liquor) which is obtained at www.liq.wa.gov and must be posted prior to bringing alcohol into the building.

Signature of Applicant/Permittee	Date
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For Office Use Only

<input type="checkbox"/> Refused <input type="checkbox"/> Approved
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Approved with the following conditions:

Recreation Supervisor	Date
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Building Rental Application

Longview Parks & Recreation ♦ 2920 Douglas St. ♦ Longview, WA 98632
 Office 360.442.5400 ♦ Fax 360.442.5955 ♦ www.mylongview.com/recreation

Name of applicant (person filling out app.)		Application Date
Address/City/State/Zip		
Phone Number	Email Address	
Type of Rental (what is the event)	Event Date(s) Requested (mo/day/yr)	Time (include setup, take down and cleaning) From: To:

Building Information

McClelland Center:		<input type="checkbox"/> Large Room	<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Entire Building
Woman's Club:		<input type="checkbox"/> Large Room	<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Entire Building
Elks Building:		<input type="checkbox"/> Large Room (only for youth/teen Birthday Parties)		
Equipment (Please indicate if needed): <input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Risers <input type="checkbox"/> Other Item(s) _____				
Estimated Attendance		Longview Resident- within city limits? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Name of Organization (If for business or non-profit use)		Non-Profit Organization? <input type="checkbox"/> YES <input type="checkbox"/> NO	State ID#	
Charging a fee or accepting donations? <input type="checkbox"/> YES <input type="checkbox"/> NO	Is the event open to the public? <input type="checkbox"/> YES <input type="checkbox"/> NO	Is the event a fundraiser? <input type="checkbox"/> YES <input type="checkbox"/> NO	Will you be selling products or merchandise? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Will alcoholic beverages be served?	<input type="checkbox"/> YES <input type="checkbox"/> NO	During what time?		
Will there be amplified music/sound?	<input type="checkbox"/> YES <input type="checkbox"/> NO	During what time?		
Is food being served?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Is food being sold?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Check if there will be	<input type="checkbox"/> BOOM BOX <input type="checkbox"/> BAND <input type="checkbox"/> DJ	Will there be candles or open flame? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Will any structures be set up? YES NO If yes, please explain in detail below.

Please inform the Parks & Recreation Department of any special equipment you plan to use during your rental. The city reserves the right to require additional insurances and fees depending on the type of use planned or equipment used. There may be additional requirements for special or community events such as insurance, rental fee, security, garbage disposal, city staff or other measures to ensure safety and compatibility with building use.

Details: _____

Application Agreement

The permittee agrees to defend, indemnify and hold harmless the City of Longview and its officials, employees and agents from any damage claim or lawsuit for injury, illness, damage or other loss incurred during the period covered by this permit, except for injuries or damages caused by the sole negligence of the city. The permittee further states that he/she has read and fully understands the building rules and regulations and agrees to abide by and enforce same. I have received a copy of the Building Rental Information.

Signature of Applicant/Permittee	Date
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For Office Use Only

Deposit \$	Facility Use \$	Insurance \$	Non-resident Fee \$	Other \$
Deposit Paid \$	Receipt Number	Rental Fees Paid \$	Receipt Number	
Approval		Distribution to Parks	Distribution to Police	