



**City of Rainier
Facilities Application**

Date: _____

Applicant: _____

Person (s) Responsible: _____

Mailing Address: _____

Phone: _____ Cell: _____

Acknowledgement: "I have read the terms and conditions as outlined on the cover page and understand and agree to the responsibilities as set forth."

Applicant Signature: _____ Approved By: _____
Authorized Signature Rainier Staff Signature

| | | |
|---------------------|---------------|------------------|
| Facility Requested: | Chapel Rental | Council Chambers |
| | \$250.00 | \$25.00 |
| | 50.00 deposit | |

Receipt # _____

Key Signed Out to _____ Date _____

Key Returned _____ Date _____
Staff Signature

Deposit Returned _____ Date _____
Staff Signature

Rental Procedures

Availability

Rental of the Historical Chapel and Council Chambers will be available for reservation no more than 12 months in advance of the date of use. All requests will be on a first-come first-served basis.

Damage/Cleaning Deposit

A deposit must be paid prior to reservations being confirmed. Reservations may be made without deposit, but will not be guaranteed until payment is received at City Hall. Deposit refunds will be generated during the next regularly scheduled voucher processing. Assessment of cleaning or damage retention shall be the determination of the Public Works Director and is not subject to dispute.

Fees

Fees are determined by council action and may not be modified or waived without council approval. Standing exemptions apply to non-profit organizations (for council chamber use). Rental fees must be paid in advance of the event.

Keys

Keys may be picked up the day before rental use. Earlier access may be granted by the Clerk/Treasurer.

Occupation

Actual time that renters may access the building is for the period rented. If parties need early access for decorating, etc. pre-approval must be gained from City Hall staff.

Cancellation Policy

Reservations cancelled will result in 50% of the rental fee retained by the City.

Signature _____ Date _____