



KIN ON COMMUNITY CENTER ROOM RENTAL GUIDELINES

RESERVATIONS

To make a reservation, please submit your completed paperwork and payment via mail or email to: Kin On Healthy Living Program, 4416 S. Brandon St, Seattle, WA 98118 or healthyliving@kinon.org. Please make checks payable to “Kin On”. For credit card payments, call 206.556.2237.

Reservation includes rental of Kin On’s full community room (rooms A and B, with a combined capacity of 174), kitchen, and staff lounge (capacity of 10). Facilities may be booked from 14 days to 6 months in advance of your event, provided that an accommodation can be made for your reservation. Applicants must be at least 21 years of age or older and present throughout the entire rental. The person signing the rental form is the responsible party in case of damage, theft or disturbance. Only the rooms specified in the rental agreement will be available for use on the day of the event. When determining start and end times for your rental, account for the time needed for any deliveries, set-up and decoration, and clean up. Overtime charges for facility use are billed at twice the regular room rental rate.

FEES

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| General Public | \$100/hour |
| Non-Profit | \$50/hour |
| Family Member of Current Resident | \$50/hour |
| Cleaning Fee | \$50 (Non-refundable) |
| Damage Fee | \$250 (Credit card will only be charged if damage is made as determined by Kin On’s inspection after the event) |

SITE VISITS

Renters are encouraged, and may be required to arrange a site visit for a facility orientation and opportunity to discuss event or facility-related questions. Please contact us at 206.556.2237 or healthyliving@kinon.org to arrange a site visit.

PAYMENT

For reservations made 30 or more days prior to the event, payment of 50% of the rental fees is due upon reservation. The remaining 50% of the room rental fees and cleaning fee are due a minimum of 14 days in advance. For reservations made less than 30 days in prior to the event, payment of 100% of the rental fees plus the cleaning fee is due upon reservation. For Damage Fees, credit card will only be charged if damage is made as determined by Kin On’s inspection after the event.

REFUNDS AND CANCELLATIONS

All reservation cancellations must be made in writing (email is acceptable). Date changes will be accepted in writing, and considered as a cancellation and new reservation.

Cancellations made 30 or more days prior to the event will result in a full refund of the room rental fee and cleaning fee paid, less an administrative fee of \$50. Cancellations made 15-29 days prior to the event will result in a refund of 50% of the room rental fee and cleaning fee paid, less an administrative fee of \$50. Cancellations made less than 15 days prior to your event will result in a refund of the cleaning fee and no refund of the room rental fee.

FOOD & NON-ALCOHOLIC BEVERAGES

Outside food and beverages are welcome. The renter is welcome to use kitchen appliances, utensils and equipment. Please clean and return items to their original location after use, including washing dishes and utensils.

CATERING

Renters may use catering services for their event. Caterers are responsible for cleaning the facilities and equipment after use. For caterers who plan to prepare and/or serve food on site, the following must be submitted a minimum of seven (7) business days prior to your event:

Food Catering Permit

- Field Plan Review: required to ensure that your processes and equipment needs are compatible with the kitchen facility. Information is available at <http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/catering.aspx>.
- Use of Commissary / Shared Kitchen Agreement: Required to prepare food in Kin On's kitchen. Info available at: <http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness/~media/health/publichealth/documents/foodsafety/Use-of-Commissary-Agreement.ashx>

ALCOHOLIC BEVERAGES

The serving and selling of alcohol (beer, wine and champagne) is allowed inside our facilities. Hard liquor and beer kegs are not allowed. If you would like to serve and/or sell alcohol at your event, the following permits are required:

- Washington State Liquor Control Board Banquet Permit: required for all events serving alcohol.
- Alcohol Server's Class 12 Mixologist Permit or Class 13 Server's License: required for all events serving alcohol. The server must have a Class 12 Permit or Class 13 and be at least 21 years of age.
- Washington State Liquor Control Board Special Occasion License: required for all events selling alcohol.

Copies of these permits must be submitted to Kin On a minimum of seven (7) business days prior to your event. Original copies of these permits must be displayed in a conspicuous place for the duration of the event. Serving alcohol without proper approval and permits may result in a police citation, immediate termination of your event, and forfeiture of rental fees/deposit, and/or additional fees and penalties.

DECORATIONS

You may bring your own decorations into the facility. Please remove or dispose of them at the conclusion of your event. Masking tape or painter's tape is allowed for attaching decorations and signage to the walls, windows, or partitions. We do not allow the use of staples, tacks, nails, or duct tape.

FLAMMABLE MATERIALS & BARBEQUES

The City of Seattle Fire Department regulates the use of flammable materials. Fuel canisters are allowed. Open flames and fireworks are prohibited. Barbeques are not allowed indoors.

SMOKING

Kin On's facilities are smoke free. Smoking is allowed at least 25 feet away from the building entrances and exits and windows/vents that open to the inside of a building (per WA RCW 70.160 Smoking in Public Places). You are responsible for ensuring that outdoor areas are clear of all smoking debris at the conclusion of your event. Failure to do so may result in a deduction in your security deposit.

NOISE

Noise volume must be contained within the boundaries of the park/building. Failure to comply with this rule may result in a Civil Noise Infraction issued by the police. Quiet hours: 8 PM – 8 AM.

SET-UP, TAKE DOWN & CLEAN UP

The renter is responsible for set-up, take down and clean up for their event. All furnishings must be returned to their original location. Kin On will provide garbage, recycle and compost bins for your use. Please leave the space in its original condition, including washing the dishes (or loading/turning on the dishwasher) and leaving the space tidy. The cleaning fee covers additional cleaning services and routine maintenance outside of the renter's responsibilities. The renter will be required to sign a Supplies and Inventory list prior to the event, and responsible for any missing items after the event.

Kin On will not be liable for any damage to personal property or personal injuries sustained on our premises during your event.