



Bud Van Cleve Community Room

at Luke Jensen Sports Park

Rental Policy

Luke Jensen Sports Park is located at 4000 NE 78th Avenue. It is approximately ¼ mile to the west of St. John's Road. It is adjacent to King's Way Christian School and the Vancouver First Church of God. The park's hours of operation are 8 a.m. to 10 p.m.

The Bud Van Cleve Community Room is located in the center of the park and has a fantastic view of all five fields. It is a 2,200 square foot space with ADA access, two restrooms, storage cabinets, and a sink. It also comes equipped with 20 portable tables and 100 chairs. The room has a maximum capacity of 116 people and may be used during the park's hours of operation. The room is not available for use when the park is closed and when four or more fields are scheduled for organized use.

To protect Clark County taxpayers' investment in this facility, the following conditions must guide your use of the room:

1. Leave the room in the condition which you found it.
2. **Payment**
 - A. A non-refundable 25% of the rental fee is due when booking. The remaining balance and damage deposit is due on the 1st day of the month prior to the month in which the event occurs. No refunds will be given for cancellations by the user within 7 days of the rental date.
 - B. Rental bookings are not confirmed until a signed copy of the Rental Agreement is received with the 25% of the rental fee.
 - C. A \$250 fee shall be required as a cleaning/damage deposit. Your deposit will be refunded after the room has been inspected and found to be clean and damage free.
3. **Rental Times**
 - A. Decorations will be allowed with formal approval from Clark County Parks. All decorating and clean-up must occur within the contracted rental times. This includes dropping off and picking up of goods and supplies.



- B. Occupation of the room beyond the contracted rental time period will be charged at no less than 1 hour of the hourly rate. Users must exit the room and the park no later than 10 p.m.
- C. If continued occupation causes a disruption of other renters' contracted times or facility programming, then an additional fee may be assessed. You may also be required to reimburse the disrupted rental.

4. Catering

- A. You may bring your own food or have your event professionally catered. Tables and countertop surfaces must be covered with non-adhesive table cloths/covers.
- B. Salmon Creek Little League (SCLL) operates the concessions stand located on the ground floor of the building. We can work with you to coordinate food service through SCLL.
- C. The point of contact on the contract is responsible for the room being cleaned. Failure to properly clean the room will result in the appropriate cleaning fee being charged to the user.
- D. Per Clark County Code 9.05, alcohol and tobacco are not permitted in the facility or in the park.

5. Cancellations & General Use

- A. Clark County Parks reserves the right to cancel an event due to emergencies or other extenuating circumstances. Full refunds or other accommodations may be made in such circumstances.
- B. No refunds will be given for cancellations by the user within 7 days of the rental date.
- C. User agrees to reimburse Clark County Parks for any property damages or costs incurred as a result of user actions. Facility use agreements are binding legal contracts, and may not be entered into by minors.

6. Audio/Visual, Tests & Room Layout

- A. If using Audio/Visual equipment, your equipment and facility checks and a table and chair layout must be performed no less than 1 week prior to the event.
- B. You may organize the tables and chairs to suit the needs of the event. They must be returned, however, to their original position.



7. Decorations

- A. The Sports Field and Facility Scheduler must be advised of any decorations that you plan to use. Decorations not removed from the room may incur a charge against the damage and cleaning deposit.
- B. **Allowed:** Non-marring removable hooks, painters tape, ribbon, string and helium balloons with retrieving tethers are acceptable. Other equipment must be on carpet or non-marring mats. The use of candles and/or incense or fire is not permitted, per Clark County Code 9.05.
- C. **Not Allowed:** Adhesive table skirts, fireworks, confetti, piñatas, glitter, bubbles, bird seed, paint, staples, screws, and nails.
- D. Duct, masking, packing, scotch, or any other tape **except for painters tape** is not allowed. Nothing is to be attached to the ceiling. Animals are not allowed in the building except for service animals.
- E. Advertising and/or marketing collateral should not be posted anywhere in the building or the park without formal authorization from Clark County Parks.

8. Cleaning

- A. All tables and chairs must be wiped clean from smears, particulates, and spills.
- B. Floors must be swept as needed.
- C. All decorations including balloons and adhesives must be removed.
- D. Any trash in front of the entrance, on the stairs, and in the lobby or restrooms must be cleaned up and thrown into the trash receptacles.

9. Contact Us

Signed Rental Agreements and correspondence may be sent to:

Clark County Parks
Attn: Parks Facilities Coordinator
4700 NE 78th St.
Vancouver, WA 98665
Phone: 360-397-2285
Fax: 360-759-6651
Email: parksreservations@clark.wa.gov



Bud Van Cleve Community Room **at Luke Jensen Sports Park** **Fee Schedule**

<u>Group</u>	<u>FEE</u>
County Departments	No Charge
Priority Field User Groups <ul style="list-style-type: none">• Salmon Creek LL• Vancouver West Soccer Club	No Charge
Clark County Neighborhood Associations	No Charge
Clark County Youth Groups & Non-Profit Organizations	\$15/hr. + \$20/day Prep Fee
Clark County Adult Groups, Individuals, & For-Profit Organizations	\$25/hr. + \$20/day Prep Fee
Non-Clark County Adult Groups, Individuals, and Organizations	\$35/hr. + \$20/day Prep Fee
Cleaning & Damage Deposit	\$250

User groups requiring special services and/or supervision may be assessed an additional fee as appropriate.



**Application for Use/Rental
Bud Van Cleve Community Room
at Luke Jensen Sports Park**

Name of Organization	
Primary Rental Contact	
Mailing Address	
Day Phone	
Cell Phone	
Email	

Day(s) Requested	
Date(s) Requested	
Start Time	
End Time	

<u>SPECIAL REQUESTS</u>	
Please describe the activity	
How many people will attend?	
Are you charging an admission fee?	
Are you planning to decorate?	
Are you providing food? beverage?	
Will you have amplified sound?	
Will you have vendors?	



2015-16 AGREEMENT CONTRACT

I have applied for use as an official representative of:

I hereby certify, on behalf of my organization, that we understand and agree:

1. To accept the terms and conditions outlined in the Bud Van Cleve Community Room rental policy.
2. To abide and enforce all guidelines and regulations listed in the Bud Van Cleve Community Room rental policy, and inform our members of the guidelines and regulations.
3. To pay the required fees and deposits as listed in the Bud Van Cleve Community Room rental policy.
4. To schedule our organization's activities only on the hours, dates, and fields assigned for our use by the Clark County Parks Department. I understand that sub-letting of the room is not allowed and is grounds for revocation of my rental time and fees.
5. To procure and maintain for the duration of the agreement, the appropriate levels of required insurance.
6. To indemnify, hold harmless, and defend Clark County, its officials, employees and agents from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, of whatsoever kind of nature, arising out of, or in connection with, or incident to, the exercise of the Property by my organization.

I have read and understand all conditions, rules, and regulations specified in the Bud Van Cleve Community Room rental policy and in the Agreement Contract. I am authorized to sign on behalf of the group listed above.

Name (Please print):

Signature:

Date:

PARKS APPROVAL:

Date: