


# APPLICATION AND CONTRACT FOR USE OF THE RIDGEFIELD COMMUNITY CENTER

**\*The Ridgefield Community Center Association is a non-profit volunteer organization  
that owns and operates the center.\***

RIDGEFIELD COMMUNITY CENTER  
P.O. BOX 613 (210 Main St.)  
RIDGEFIELD, WA 98642  
(360) 887-0504

[ridgecc@yahoo.com](mailto:ridgecc@yahoo.com)



OFFICE ONLY: Room deposit \_\_\_\_\_ Cleaning deposit \_\_\_\_\_  
Pay Rec'd \_\_\_\_\_ Deposit return \_\_\_\_\_

I/We hereby enter into an agreement with the Ridgefield Community Center for the use of  
the Center for:

Representing what Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of individual: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Month: \_\_\_\_\_ Date: \_\_\_\_\_ Day: \_\_\_\_\_

Event time: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

\_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

**\*\* WHEN YOU NEED DOORS OPENED: \*\*** \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

**\*\* ABSOLUTELY NO EARLY ADMITTANCE \*\***

Need kitchen: Yes \_\_\_\_\_ No \_\_\_\_\_

Small room: \_\_\_\_\_ Large room: \_\_\_\_\_

Type of use: \_\_\_\_\_

\_\_\_\_\_ PROFIT \_\_\_\_\_ NON-PROFIT GROUP OR ORGANIZATION

(Has filed with State of Washington or I.R.S. for non-profit status.)

**YOU MUST READ THIS INFORMATION BEFORE  
SIGNING CONTRACT**

Agrees to the following terms and conditions:

1. Inspect facilities before use. Inspect, clean up and secure facility after rental use, following and using Ridgefield Community Center CHECKLIST.
  
2. MUST RETURN FURNITURE TO PROPER PLACE ACCORDING TO POSTED FLOOR PLAN.
3. Provide, or cause to be provided for: supervision, crowd control, adherence to Community Center's policy on NO smoking, and no open flame inside building. Food and beverage consumption in designated areas (inside building) only. No alcoholic beverages served outside the Community Center building. Wine and beer may be served with meals only. **(ABSOLUTELY NO KEGS OF BEER!)**
  
4. Provide janitorial services consisting of sweeping, clean coffee pots and put garbage in containers. Remove, complete and return necessary CHECKLIST. Take down any decorations.
  
5. Provide or cause to be provided necessary protective covering for floor surfaces when used for purposes other than their normal use.
  
6. Pay or provide for damages.
  
7. **ABSOLUTELY NO EARLY ADMITTANCE-** only at specified time for doors to be opened. (see above)
  
8. I am the authorized representative of the above organization and agree to be bound by the regulations, policies and fee schedules as described in the regulations governing the use of the Ridgefield Community Center. I further agree to protect, indemnify, and save harmless the Ridgefield Community Center covered by the application. In the event that the User is allowed to conduct an active type of activity within the Community Center, the User agrees to provide the Community Center with a policy of liability insurance with the minimum coverage of \$300,000.00 per person and naming the Center as an additional insurer of the insurance policy.

In the event a suit of action is brought on this use, the User agrees to pay all costs in enforcing any provisions of this allowed use, or any other costs incident there to.

Comments: \_\_\_\_\_  
\_\_\_\_\_

By: _____	Date _____
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(Agency or Representative)

Date

## **RULES OF CONDUCT FOR PERSONS ON CENTER PREMISES**

It is the Mission of the Ridgefield Community Center Association to protect the right of each individual to full access to Community Center Services. The RCC Board has established rules of conduct intended to maintain an environment in which center users and staff can be free from harassment, intimidation and threats to their physical safety and well-being.

The Center staff/volunteers will make every effort to apply these rules in a fair, reasonable, humane and positive manner.

### **THE FOLLOWING ARE PROHIBITED ON CENTER PREMISES:**

1. Smoking inside the Center.
2. Disruptive or unsafe activity or behavior that materially interferes with others use of the Center, or with the ability of staff to perform their duties.  
Examples of activities or behavior that may be disruptive or unsafe include, but are not limited to running, loud noise, throwing things, pushing and shoving, and verbal or physical harassment or threats.
3. Behavior or activity that may result in damage to the Center property.
4. Bring animals, other than guide animals, into the Center except as authorized by the staff.
5. Sexual misconduct, such as exposure, offensive touching or sexual harassment of other Center users or staff.
6. Drinking alcoholic beverages outside building.
7. No kegs of beer.

**PEOPLE WHO VIOLATE THESE RULES WILL BE ASKED TO STOP SUCH ACTIONS. THE CENTER RESERVES THE RIGHT TO REQUIRE ANYONE WHO VIOLATES THESE RULES OF CONDUCT TO LEAVE THE CENTER PREMISES.**

**THIS POLICY SHALL BE IMPLEMENTED BY THE COMMUNITY CENTER BOARD OR THE STAFF/VOLUTEERS.**

I have read the rules of conduct.

Signed by \_\_\_\_\_  
(Agency or Representative) (Date)

**SIGN AND RETURN WITH DEPOSIT TO "R.C.C. P.O. BOX 613 RIDGEFIELD, WA 98642" WITHIN 14 DAYS FROM THE POST MARK DATE TO ENSURE YOU HAVE A FIRM RESERVATION!**