

Dungeness River Nature Center

Facilities Rental Policies, Procedures and Forms for Short-term Rentals



DUNGENESS RIVER
NATURE
CENTER

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DUNGENESS RIVER NATURE CENTER

Facilities Rental Policies, Procedures and Forms

POLICIES

NOTE: Due to the commercial quality of the kitchen, children age 12 and under must be supervised at all times in the kitchen facilities by an adult. This requirement will be strictly enforced for safety reasons.

General

1. Facilities which are not scheduled for use by the DUNGENESS RIVER NATURE CENTER (DRNC) or its partners will be available on a first come, first served basis for short-term rentals. The priority system for scheduling is as follows:
 - a. DRNC program functions organized and facilitated by DRNC staff.
 - b. Organizations that are affiliated with the DRNC and whose work benefits the DRNC operations, with DRNC staff involvement and oversight of the function.
2. The DRNC reserves the right to refuse the use of its facilities to any person or organization.
3. Applicants/Renters must follow the procedures set out in this policy for the rental of DRNC facilities.
4. Renter(s), who have been accepted by DRNC, must pay all estimated fees in advance, to secure their reservation. The reservation is not considered confirmed until such payment is received.
5. The person(s) responsible for the room set-up and monitoring the event, hereafter referred to as the Renter Contact, must be designated at the time of application for a reservation.
6. An employee of the DRNC must be present during the use of the DRNC if the rental extends beyond normal operating hours. Monday-Saturday 9-5 and Sunday 12-5.
7. The Standard Equipment included in the rental fee is listed on page 8. Use of DRNC Special Equipment is not included in the rental fee and may be used only with the permission of the DRNC staff and if the appropriate fees have been paid in advance. Use of any equipment must be arranged with the DRNC at least two weeks prior to the scheduled event. The use of additional equipment, by Renter, that has not been pre-arranged, will be considered based on availability, in the sole discretion of the DRNC.
8. Permission of the DRNC is required before any advertising or other information can be displayed or affixed to any part of the DRNC facilities.
9. Use of the facilities is limited to the time shown on the rental agreement.

10. Items necessary for the scheduled function may be placed in the reserved facility on the day of the function within the allotted rental period. If additional time is required beyond the allotted rental period, then additional rental fees may be applied.
11. During non-operational hours, renting groups are responsible for preventing their users and unauthorized persons from wandering through the DRNC facilities not covered by the rental agreement. No persons are permitted in any part of the building other than the area rented and the designated entry and exit pathways set out in the rental agreement.
12. Exits and hallways must be kept free of obstructions in accordance with the standards set out in the Clallam County fire regulations which the Tribe has adopted as its standards on its trust and reservation lands.
13. Permission of the DRNC is required before connecting any additional electrical equipment or internet compatible equipment. See the "Equipment/Services" section of this document, below, for guidance.
14. Decorations, posters, and display items can be displayed with prior authorization from the DRNC staff with direction from them on how it may be displayed. Otherwise, pinning, tacking, nailing, taping or any other acts that may cause damage to DRNC facilities are strictly prohibited and will result in the forfeiture of the Renter's deposit.
15. All broken and damaged equipment or property, belonging to the DRNC, will be the responsibility of the renting group and must be repaired or replaced to the satisfaction of the DRNC.
16. The DRNC facilities and outside areas within 50 feet of all doorways are smoke-free.
17. Illegal drugs will not be permitted on DRNC property. If any illegal substances are found to be in use within the area subject to the rental agreement, the Renter Contact will have the responsibility to contact the person or persons in violation of this section, to correct the situation. If the situation remains unresolved, the Renter Contact will have authority to call DRNC staff or the Tribal law enforcement staff.
18. Renter(s) must arrive and depart in a timely manner, based on the time allotment set out in the rental agreement.
19. All persons or organizations using the facility must leave it in the original clean and undamaged condition, including all equipment and kitchen supplies (dishes cleaned, dried and put back where found). Renters are responsible for providing their own supplies: towels to dry dishes, coffee, sugar, napkins, any disposable cups, plates or silverware, etc.
20. Music must be shut-off at 11:00 pm unless otherwise arranged with DRNC staff.
21. The Renter Contact has the final say for the renting group on any questionable activities within the operations of the renting group. If, for any reason they believe that an activity or event has become unruly, they have the authority to end the activity or event.
22. Renter(s) will be responsible for wear and tear damage that exceeds reasonable use, as reasonably determined by the DRNC.

23. The DRNC shall not be held liable for damages or accidents which occur pursuant to the renting group's use of the facilities.
24. The DRNC shall not provide or be responsible for security for events, exhibits or articles within the facility or on the grounds.
25. The DRNC will not be responsible for lost or stolen property.
26. All deposits are non-refundable in the event of a cancellation within 30 days of the event. If cancelled within 60 days of the event, half of the deposit will be refundable. In addition, any cost incurred by the DRNC, in preparation for an event, will be reimbursed by the Renter(s).
27. All decorations, wall hangings, artwork or other display items found in the facilities must remain where they are and may not be taken down or changed/adjusted in any manner.
28. Renters of the DRNC facilities are expected to follow all public health requirements to mitigate the impacts of the COVID-19 pandemic.
29. Large events such as weddings, galas, dances, and proms of 100 people or more will be charged at an additional negotiable rate. This includes renting the Rainshadow Hall, the Flyway, the Plaza (after hours) and the Kitchen for up to 24 hours including set up and take down, reserved parking spaces, and a house manager in attendance for the duration. Large events must comply with all applicable Tribal requirements.
30. No open flame decorations permitted.

Alcohol

1. No alcohol shall be consumed anywhere on the property without the proper permits. If alcohol is intended to be provided or consumed at an event, whether sold or not, a permit or license is required and must be on display during the event. The Renter shall obtain an appropriate event permit from the Washington State Liquor and Cannabis Board (<https://lcb.wa.gov/licensing/permits>). A copy of the permit will be provided to the DRNC in a timely manner, prior to the commencement of the related event. This will satisfy the requirements of Title 24 – Liquor Control of the Tribal Code related to the use and or sale of alcohol at certain events occurring on the trust and reservation lands of the Tribe.
2. Alcohol shall be served during the event only and must be served with food. Alcohol must be served from one location, by a professional licensed bartender (who is not a friend or family member). Proof of legal drinking age is required for each guest who imbibes.
3. A self-serve or “open” bar is not allowed; “Home brew”, and hard alcohol (e.g., whiskey, vodka, etc.) are not allowed. Keg beer will be allowed under the supervision of a professional licensed bartender. Unauthorized consumption of alcohol anywhere on the property (e.g., brown bags or tailgate partying) is not allowed.
4. “Last call” for alcohol is 15 minutes before the end of your event, then the bar must be closed with all alcohol closed and put away.

Tobacco/Marijuana/Vaping Product Use Prohibited

Smoking, or the use of any tobacco, marijuana, or vapor product, is prohibited inside all DRNC facilities and within 50 feet of all doorways.

Insurance Requirements

The DRNC will require evidence of General Liability insurance as follows:

- For any event involving the availability or use of alcohol, whether sold or not.
- For any event involving the use of a kitchen for preparation of hot food.
- For any event involving athletic participation (that is, participants will register for or pay an entrance fee to participate in an athletic activity, including but not limited to biking, running, walking, or engaging in any sport).
- For any event for which the DRNC, in its sole discretion, determines liability insurance is warranted.

If General Liability insurance is required, Applicant must submit a certificate and all endorsements before the rental date is confirmed and no later than 14 days before the event. **No facility rental date will be confirmed until proof of insurance has been received in a form acceptable to the DRNC.** The certificate and endorsements must name the “Dungeness River Nature Center” and the “Jamestown S’Klallam Tribe” as additional insureds or provide blanket additional insured coverage. The minimum coverage limit must be \$1,000,000 per incident and \$1,000,000 general aggregate and be primary and non-contributory as respects the DRNC. The insurance policy must be written on a form at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations, and contractual liability. The additional insured endorsement must be issued on a form at least as broad as ISO Additional Insured – Managers or Lessors of Premises Form CG 20 11.

If alcohol is to be available for consumption on the premises, whether sold or not, the Applicant must procure and maintain for the duration of the agreement Liquor Liability insurance in the amount of \$1,000,000 each occurrence, with the “Dungeness River Nature Center” and the “Jamestown Tribe” named as additional insureds. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on premises, with the prior written approval of the DRNC.

If the event involves athletic participation, the DRNC has discretion to require that Applicant’s General Liability insurance include coverage for participant liability with limits of not less than \$1,000,000 per occurrence.

Parking

1. All parking for building rentals will be in the east side parking lot on a first-come, first-served basis.
2. Parking for park & trail events that have more than 20 vehicles will be charged at a negotiated rate. The estimated spots will be marked as reserved for the duration of the event.
3. Additional parking for events will be available in the overflow parking lot at a negotiated rate.

PROCEDURES

1. Parties interested in renting certain DRNC facilities will be provided a copy of the DRNC Rental Brochure upon request.
2. Applicants must contact the DRNC at least one week prior to an event requiring the rental of space at the DRNC facility. The DRNC will verify space and date availability, determine appropriate fees, and provide applicants with a Facilities Rental Application (see Appendix A).
3. The applicant will then execute the Facilities Rental Application and forward it to the DRNC for approval.
4. Once an application is approved, a Facilities Rental Agreement (Appendix B) will be forwarded to the applicant. The completed and signed rental agreement with the full payment of the rental charge and the security deposit, along with a certificate of insurance (if required), will be returned to the DRNC. To avoid delays in processing an agreement, the applicant must attach an insurance certificate, if applicable, and two checks for all appropriate charges (one for the deposit and one for the rentals).
5. The Renter shall provide a copy of the Liability Insurance policy certificate, if applicable, no later than two weeks prior to the event. The DRNC will be notified at least 14 days in advance of any reduction in or cancellation of the coverage.

Groups without insurance coverage, which trigger the insurance requirements set out in the Policy section, above, shall sign a Release of Liability form (see Appendix D) holding the DRNC, and the Jamestown S’Klallam Tribe, harmless for any liability incurred by their rental of the facilities.

6. The DRNC will then confirm the rental by email. No other letter or materials will follow. If you have any questions, please contact the DRNC staff at 360-681-5636.
7. Procedures for internal scheduling of the DRNC facilities are as follows:
 - a. Reservations will be made by the Operations Manager via email for documentation purposes.
 - b. Reservations will be made according to the priority system as follows:
 1. The DRNC program functions that are organized and facilitated by the DRNC staff.
 2. Partners of the DRNC.
 3. DRNC members.
 4. Tribal citizens.
 - c. An event with a higher priority can be considered for a room previously reserved by a lower priority event. This will only take place if the lower priority event can be moved to another meeting room that will accommodate the size and needs of

the group.

- d. A Reservations Calendar will be kept up to date and available to all staff.

All internal reservations will be followed-up with an e-mail to the staff responsible for making the reservation to confirm meeting room, time and date.

EQUIPMENT/SERVICES

Standard Equipment/services that are included in the basic rental agreement (depending on which selection is made) and subject to the rules stated:

- o Chairs up to 130 new and 64 slightly different
- o Long Tables 17 available
- o 47-inch Round Tables: 28 available
- o Speaker's podium
- o Portable teaching cart

- o **Rainshadow Hall** - Digital Screen – 150”~, Sound system including 2 wireless mic's and one lapel mic., room divider, speaker and audience cameras, coffee maker, & buffet bar including sink

- o Other (specify):

Special Equipment/Services available, at an additional charge:

- o Full Use of Kitchen Facilities
 - o Room Set-Up/Take Down
 - o Other (specify):
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RENTAL COST SCHEDULE

	Room Rental Costs for Events with fewer than 100 people				
	up to 8 hours		up to 4 hours*		
Room	Community	Non-Profit	Community	Non-Profit	Deposit
Rainshadow Hall (RSH)	\$ 400	\$ 300	\$ 200	\$ 150	\$ 250
Plaza	\$ 400	\$ 300	\$ 200	\$ 150	\$ 250
Kitchen	\$ 200	\$ 150	\$ 100	\$ 75	\$ 250
Discounted combination rental price with Rainshadow Hall					
RSH + Plaza	\$ 700	\$ 525	\$ 350	\$ 262	
RSH + Kitchen	\$ 550	\$ 412	\$ 275	\$ 206	
RSH + Kitchen + Plaza	\$ 750	\$ 562			\$ 250
DRNC House Manager					
Required off hours. Open Monday-Saturday 9-5 and Sunday 12-5	\$ 50.00	1-4 hrs.			
	\$ 100.00	Up to 8 hrs.			
* This is the base fee for this space. Additional hours can be rented by the hour RSH & the Plaza \$50 per hour					
Notes: (1) All décor has to remain on the walls and unharmed.					
(2) No tacks permitted and only non-sticky tape to adhere things to the walls (with prior notice)					
(3) No glitter or confetti of any kind will be allowed in our facilities					