



TOWN OF WEST YELLOWSTONE, MONTANA

Povah Community Center Rental Application

**Please complete and return to:
Povah Community Center
Town of West Yellowstone
P.O. Box 1570
West Yellowstone, MT 59758**

This is an application to rent the Povah Community Center (hereinafter "PCC") in West Yellowstone, Montana. The Town of West Yellowstone makes this facility available to the public at very nominal rates in order to encourage the use and enjoyment of this facility. The rental rates only help to defray the cost of upkeep, maintenance, and insurance on the building. Please carefully read all of the attached information before you fill out this application.

Individual or entity sponsoring this event: _____

Name of the organization or business (if applicable): _____

Name and Address of Individual or entity assuming financial responsibility:

Name

Street/P.O. Box

City State ZIP

Contact Phone: _____ Alternative Phone: _____

Email Address: _____ Alternative Email Address: _____

Describe the type of event: (i.e. convention, reception, seminar, wedding, etc.) _____

Event Information:

Event Date: _____ Time: _____

Facilities Requested: _____ Kitchen & Dining Room *OR* _____ Conference Room

Rental Timeframe: _____ Hourly *OR* _____ 24-Hour

When does your reservation time begin? Date: _____ Time: _____

When is the function actually scheduled to start? Date: _____ Time: _____

When is the function scheduled to end? Date: _____ Time: _____

Approximately how many people are expected to attend? _____

If there are any questions or concerns, please contact the Town Recreation Coordinator at (406) 646-7715.

RENTAL RATES

POVAH CENTER FACILITY OVERVIEW

Dining Room (1300 sq. ft., seats 70 for receptions, holds 160 for auditorium style seating) *

Conference Room (224 sq. ft., seats 15) *

Kitchen (MAY NOT BE AVAILABLE ON WEDNESDAYS OR FRIDAYS FOR DAYTIME USE)

NO overnight lodging or usage

***Basement use is not included in rental of the facility**

TIER 1 RATE SCHEDULE – COMMERCIAL EVENTS

Commercial events are defined as events in which the renting entity intends to make a profit through the sale of goods/services or charges an admission fee to the attendees.

Dining Room and Kitchen

Monday, Tuesday, Thursday, Saturday, Sunday (**Wednesday and Friday may be available by special request only**)

- \$500.00, 24-hour rental (12:00 noon to 12:00 noon)
- \$400.00, 12-hour rental

Conference Room

Monday - Sunday

- \$100.00/day
- \$25.00/hour

Security Deposit: \$500.00 for dining room and kitchen, \$100.00 for conference room rental. Secures the building for the event, covers any unpaid rent, fees, and any costs associated with additional services including cleaning or damages. The deposit will be refunded if renter has no outstanding fees, rent, or additional service costs due.

TIER 2 RATE SCHEDULE – PERSONAL/NON-COMMERCIAL

Personal/Non-Commercial events are defined as events in which the renting entity intends to celebrate, inform, inspire, or entertain the attendees without charging an admission or fee. These events may be either private or public.

Dining Room and Kitchen

Monday, Tuesday, Thursday, Saturday, Sunday (**Wednesday and Friday may be available by special request only**)

- \$200.00, 24-hour rental (12:00 noon to 12:00 noon)
- \$125.00, 12-hour rental

TIER 2 RATE SCHEDULE – PERSONAL/NON-COMMERCIAL, CONT.

Conference Room

Monday - Sunday

\$75.00/day

\$15.00/hour

Security Deposit: \$350.00 for dining room and kitchen, \$100.00 for conference room rental. Secures the building for the event, covers any unpaid rent, fees, and any costs associated with additional services including cleaning or damages. Deposit will be refunded if renter has no outstanding fees, rent, or additional service costs.

TIER 3 RATE SCHEDULE - COMMUNITY EVENTS

The Town would like to encourage the use of the Povah Community Center by the residents of West Yellowstone. Local community-based groups that are conducting meetings or holding events and which are generally open to the public will be allowed to use the Community Center free of charge. Charitable events in which the proceeds, after expenses, go entirely to support a charitable cause are also permitted.

Local community based groups include but are not limited to: West Yellowstone School District, the Yellowstone Senior Social Center, local Scout troops, United Women of West Yellowstone, the West Yellowstone Foundation, the West Yellowstone Ski Education Foundation, the Yellowstone Historic Center, Hebgen Basin Fire Department, the West Yellowstone Chamber of Commerce, the Rendezvous Ski Race, Gallatin County Search and Rescue, and all Town government related functions.

For clarification as to whether an event qualifies as a community event, contact the Recreation Coordinator at 406-646-7715. Any waiving of fees requires the prior authorization of the Town Manager.

No rental charge. Security deposit: \$350.00 for dining room and kitchen, and \$100.00 for conference room rental.

ADDITIONAL CHARGES AND REQUIREMENTS

Additional Charges: Lost keys: \$250.00 each.

Additional Requirements: Certificates of insurance, caterer's licenses, and special permits, if applicable, are due fourteen (14) days prior to event.

1. All commercial renters agree to provide proof of commercial general liability insurance for the duration of the event. Such proof shall be a certificate of insurance listing the Town of West Yellowstone as an additional insured with combined limits of liability for \$1.5M aggregate and \$750,000.00 per occurrence. Proof of insurance shall be provided at the execution of the rental agreement. These insurance requirements may be waived for renters as outlined elsewhere in this policy. The Town reserves the right to pursue any third parties for any bodily injury or for property damage to the PCC.
2. An Alcohol Beverage Service Notice must be filled out and filed with the West Yellowstone Police Department if any alcohol will be provided at an event. Further, if alcohol is being served (as opposed to self-served), a \$35.00 fee must be paid to the West Yellowstone Police Department, and the server must possess a Catering endorsement. If the alcohol is being sold, it must be sold by a business that holds a valid license to sell alcohol issued by Montana Department of Revenue.

CHECK-IN, CHECK-OUT / SET-UP, TEAR-DOWN

Any 24-hour rental period begins at 12:00 noon and ends at 12:00 noon the following day.

Reservation times include decorating, catering and cleanup as well as the time needed by anyone else involved that will need to have access to the building prior to or after your event. Please consider this when reserving times for the Povah Center.

POVAH COMMUNITY CENTER CONSIDERATIONS

The Town of West Yellowstone shall have preference on use of the PCC facility. The Town reserves the right to refuse the use of the building to any person or organization the Town has reason to believe may cause damage to the PCC or the Town of West Yellowstone. The Town reserves the right to cancel or deny use with or without notice and to limit the frequency of the building use by an organization.

TOURS

If members of your group would like to schedule a tour of the facility, please contact the Recreation Coordinator at 406-640-7715 for a guided tour.

CATERING EVENT LICENSES/SPECIAL EVENT LICENSES

Any event open to the public serving food must have a "Temporary Event License" prior to the scheduled event. A Temporary Event License can be obtained through the Gallatin County Health Department at 406-582-3120. Any event collecting monies must obtain an Event Permit and possibly a "Business License." Please contact the Town Office at 406-646-7795 to determine if a business license is required.

SECURITY DEPOSIT

All renters are required to remit a security deposit, which will be deposited. After the event, if there is no damage to the facility or excessive cleanup needed, a check for the deposit amount will be issued to the renting party. If there is damage to the facility or additional cleanup is required, the costs will be deducted from the security deposit. A Town employee must sign a check-out form before the deposit is returned to the renter.

PAYMENTS

Please make checks payable to: **Town of West Yellowstone**. Please mail checks (for security deposit, rent, and other fees), insurance forms and catering event licenses to:

Town of West Yellowstone
ATTN: Povah Community Center
P.O. Box 1570
West Yellowstone, MT 59758

APPLICATION REQUIREMENTS

Applicants must provide a copy of a valid identification with the application. Applicants must be 21 years of age or older to rent the facility and accept full responsibility for their guests. Renters and their guests must only use that part of the building which they have reserved. Use of the other rooms in the facility will not be permitted.

Applicants must guarantee the following:

- Orderly behavior, no excessive noise or profanity.
- Responsiveness to the directives of Town staff.
- That the program is of suitable nature for presentation in a public building.
- That the activity is lawful and is in conformity with town, state, and federal laws and regulations.
- Use of microphones or amplification equipment must have specific approval from the Town.

EQUIPMENT AVAILABLE

Tables and Chairs are provided with the rental of the PCC. There is a limited number of these items available on-site.

SETUP & TAKE DOWN

Setup and takedown may take place only during the date and time specified in the rental contract. You may not gain access to the building prior to your rental time for set-up.

CLEAN UP

Clean up shall be performed by the renters before they leave the facility. Normal clean-up includes:

- Removal of all materials brought in, including decorations
- Removal of all supplies and equipment brought into the building.
- Proper cleanup of kitchen area, if utilized. Follow attached kitchen checklist.
- Removal of all garbage.
- **Failure to properly clean the PCC and dispose of trash will result in the forfeiture of the security deposit (in part or its entirety). Please consult the Recreation Coordinator prior to retaining professional cleaning services.**

LATE CHARGES

All groups reserving the facility must remove all material no later than the end time specified in the rental application. If your party has not vacated the building by the end of the approved time frame, late charges will be assessed at \$50.00 per half hour and will be deducted from your security deposit. Anything beyond 2.5 hours will result in loss of your entire security deposit.

GAS FIREPLACE

The gas fireplace is available for use at your discretion.

DECORATIONS

- No confetti will be allowed.
- There are no ladders on site for use.
- All candles must be flameless. No lit candles will be allowed.
- No decorations are to be taped, stapled, or otherwise attached to the walls, ceiling, doors or windows.

ALCOHOL POLICY

No one under 21 years of age may consume alcohol on the premises. If any alcohol will be provided at an event, an Alcohol Beverage Service Notice must be filled out and filed with the West Yellowstone Police Department. Further, if alcohol is being served (as opposed to self-served), a \$35.00 fee must be paid to the West Yellowstone Police Department, and the server must possess a Catering Endorsement. If alcohol is being sold, it can only be sold by a business that holds a valid license to sell alcohol issued by Montana Department of Revenue.

NO SMOKING POLICY

The PCC is a **NON-SMOKING** Facility. Any violations will cause forfeiture of your rental security deposit.

INJURY/LOST ARTICLES

The Town of West Yellowstone assumes no responsibility for accidents, injuries, and lost or damaged articles of a rental group.

FIRE REGULATIONS

All groups must observe the following fire regulations:

- Use of open flames is prohibited. All candles must be flameless.
- Exits, corridors, and hallways must be free of obstructions at all times.
- No congregating near or around fire exits.
- Maximum capacity numbers in rooms must be observed.

If the fire alarm sounds, vacate the building IMMEDIATELY! DO NOT attempt to locate the cause for the alarm. Emergency units will be on the scene in minutes to professionally assess the situation.

ELEVATOR USE

During events, any use of the elevator in the PCC is strictly prohibited.

EMERGENCY CONTACTS

In the event your party notices anything out of the ordinary (i.e. gas leak, water leaks, etc.), please notify police dispatch by calling 406-646-7600. Dispatch will contact appropriate Town staff to address the problem. For all emergencies, call **9-1-1**.

ADDITIONAL INFORMATION

Gambling in the facility is not permitted without written consent from the Department of Justice Gambling Control Division or the presence of a Gambling Operator's License possessed by the lessor. Please refer to Montana State Code 23-5-405 and 23.16.2101 for rules regarding gambling. <http://www.gambling-law-us.com/State-Laws/Montana/>

KEYS

Keys to the PCC may be obtained from either the PCC during office hours 8-5, M-F or at the West Yellowstone Police Department (WYPD), 406-646-7600. The WYPD office is located at 124 Yellowstone Avenue. You will be required to sign out the keys upon your arrival and sign in the keys when your event is completed. Loss of the keys will result in a \$250.00 re-key fee that will be deducted from your security deposit.

POVAH COMMUNITY CENTER RENTAL ACKNOWLEDGEMENT

I, _____ have read and understand the Povah Community Center Rental Agreement, Policy, and Fees. I understand and accept the rules and regulations outlined in this rental packet.

Printed Name

Signature

Date

Povah Community Center (PCC) Kitchen Clean-up Checklist

Many different groups use the kitchen facility at the PCC, so it is important that those who use it clean appropriately for those who will use it later. As a courtesy to everyone, please use these guidelines and clean-up checklist to ensure the kitchen is ready for the next use.

Please return utensils (knives, whisks, cutting boards, etc.) and cleaning devices (brooms, mops, buckets, etc.) where you found them. All items should be thoroughly cleaned and replaced after use.

Please use the cleaning fluid located in the cleaning closet to ensure proper sanitation of kitchen surfaces. The water in the wash bay closet must be turned on in order for the cleaning fluid dispenser to work.

Please use this checklist to ensure everything has been cleaned and is ready for the next user.

- Run silverware and drinking glasses through the PCC dishwasher twice
- Clean the microwave inside and out
- Clean stove surfaces with degreasing solution
- Wipe mixer (if used) including spindle and safety guard
- Be sure all freezer and refrigerator doors are closed
- Clean out any food particles from the floor drains under the sinks
- Wipe walls and splashguards in the dish washing areas
- Drain dish washer, turn off, and spray filters in the sinks
- Run garbage disposal using cold water
- Wipe out all sinks using disinfecting solution, including the hand washing sinks
- Sweep and mop floors in the kitchen and pantry
- Rinse mop and bucket, hang mop to dry; do not leave in bucket
- Place used rags in a plastic bag on the cleaning cart
- Turn off all faucets
- Leave the kitchen/dining room door OPEN when you leave

PLEASE BE SURE ALL ELECTRICAL APPLIANCES (INCLUDING LIGHTS) ARE OFF, AND ALL WINDOWS ARE CLOSED AND LOCKED PRIOR TO LEAVING.