TUKWILA COMMUNITY CENTER

RENTAL INFORMATION PACKET

PARKS & RECREATION RENTAL OFFICE

12424 - 42nd Avenue South Tukwila, WA 98168
206.767.2322 ● fax 206.767.2346
rentals@tukwilawa.gov

UPDATE 1/3/17

Welcome to the Tukwila Community Center. The Center opened in February 1997 and is owned and operated by the City of Tukwila and serves as the home to many programs and activities administered by the City's Parks and Recreation Department. Each year, the Center serves tens of thousands of guests for recreation programs and rental events.

Whether you are planning a wedding, reception, tradeshow, class reunion, business meeting, retreat or a sporting event, our beautiful facility has an array of amenities to offer you. Our convenient access to major freeways helps make our location easy to find for your guests. Our beautiful setting along the Green/Duwamish River with Mount Rainier in the background makes for an attractive backdrop for your event.

Included in this *Rental Information Packet*, you will find the rules and regulations that govern the rental use of the Tukwila Community Center. Please take the time to read through this information to assist you in planning and running a successful event here at the Center.

The Tukwila Community Center, when not in use for Parks and Recreation sponsored or co-sponsored activities, may be made available for a fee to groups for events and activities consistent with the rental policies of the Tukwila Community Center. The Tukwila Community Center will not be made available to any group or organization that promotes discrimination, or has a record of discrimination on the basis of race, creed, color, national origin, families with children, gender, marital status, age, sexual orientation, or the presence of any sensory, mental, or physical disability. Permission to use the facility does not constitute an endorsement of a group's philosophies, policies, or beliefs.

The City of Tukwila complies with the State of Washington's "Fair Play in Community Sports Act" that prohibits discrimination against any person in a community athletics program on the basis of sex. Third parties that request use and receive permit for use of City Sports Facilities for Community Sports Programs may not discriminate against any person on the basis of sex in the operation, conduct, or administration of the programs. Please direct questions or comments to Dave Johnson, Parks and Recreation Manager.

RESERVATIONS

Rental applications and payments are ONLY accepted at the Tukwila Community Center on Monday through Friday from 8:30 a.m. to 5:30 p.m. Applications must be received at least 2 weeks in advance for rentals scheduled during regular Community Center hours. Applications must be received at least one (1) month in advance for rentals scheduled during hours in which the Community Center is closed.

Rental applications are considered on a first-paid, first-served basis and subject to space availability. All applications must be verified and approved by the Facility Coordinator. Once your rental application is approved, it will be assigned to a Rental Account Representative. This person will be your main point of contact for all dealings related to your event.

Rental applications will not be accepted without payment. 50% of all Rental Fees are due at the time of application. The balance of any Rental Fees PLUS the Damage Deposit is due two (2) months prior to the event. Applications made less than two (2) months in advance requires FULL PAYMENT at the time of the application and must be made with cash or credit card. Failure to pay balance two (2) months prior to event may result in cancellation of the event without a refund. **NOTE**: You will not receive a reminder notice for your balance due.

Tukwila Community Center accepts checks, cash, VISA and MasterCard as forms of payment. TUKWILA RESIDENTS may reserve space at the Community Center up to twelve (12) months in advance. Proof of residency is required. NON-RESIDENTS may reserve up to eleven (11) months in advance. (Accepted documents for proof of residency are Drivers License, Lease or Utility bill in renters name and Tukwila address.)

NON-PROFIT GROUPS may be eligible for reduced rates. For more information, please contact the Rental Office.

Recreation Department activities have priority in the Community Center, which may prohibit or limit extended or multiple reservations.

ROOM AVAILABILITY

Rooms at Tukwila Community Center are subject to availability and generally, may be reserved during the following times:

Monday-Thursday	7:00 a.m. – 9:00 p.m.
Friday	7:00 a.m. – 1:00 a.m.
Saturday	8:00 a.m. – 1:00 a.m.
Sunday	8:00 a.m. – midnight

RENTAL TIME INCLUDES TIME NEEDED FOR SET-UP, DELIVERY OF ANY SUPPLIES, AND CLEAN UP. The Tukwila Community Center is closed on all City holidays. The Community Center may also be closed on other days throughout the year at the discretion of the Parks and Recreation Director.

RENTAL FEES & DAMAGE DEPOSIT

Please refer to the *Rental Rates/Deposits* page (back page) for fees. Damage deposits are 100% refundable as long as the following conditions are met:

1. The room and adjacent facility (including outside) are left in a clean and orderly manner as stated in the *TCC Rental Clean Up Checklist.*
2. Use of the room does not exceed the scheduled time.
3. All equipment is accounted for and undamaged.
4. Additional staff time is not required as part of the rental.
5. Damage to the building has not occurred.
6. All rules/guidelines governing alcohol consumption as stated on the Alcohol Beverage Request Form are met.
7. All rules/guidelines governing rental usage of the Tukwila Community Center are met.

If these conditions are not met to the satisfaction of staff per these guidelines and others listed within this packet and accompanying documents, an appropriate fee will be deducted from your damage deposit. If necessary, you will be charged to cover any additional costs.

Please allow at least four-six (4-6) weeks for the damage deposit to be returned.

CANCELLATIONS

Cancellation of room rentals may result in a non-refundable cancellation fee per room per date. Cancellation fees are based on the room that you reserved and the amount of notice given.

In order to cancel a room reservation, you MUST provide us with the following:

1. Written notification indicating your cancellation
2. Applicant name (as it appears on rental application form)
3. Rental Application Number

BANQUET HALL, SOCIAL HALL, KITCHEN, OR GYMNASIUM (NON-ATHLETIC USE)

AMOUNT OF NOTICE	CANCELLATION FEE
Less than two (2) months	50% of rental fees
Two (2) months or more	$50.00 per room
Groups that reserve multiple dates may face a cancellation fee for each date and/or room reserved.	

ALL OTHER ROOMS

AMOUNT OF NOTICE	CANCELLATION FEE
Less than 14 days	50% of rental fees or $50.00, whichever is greater
Less than two (2) months	$50.00 per room
Two (2) months or more	No cancellation fee (*$5 processing fee is charged*)

DATE CHANGES

Date Change requests for **BANQUET HALL, SOCIAL HALL, OR GYMNASIUM (NON-ATHLETIC USE)** reservations will be treated as a cancellation (see Cancellation Policy above), and all applicable cancellation fees will apply.

Reservations for **ALL OTHER ROOMS** are allowed one (1) Date Change request per contract provided that a minimum 14-day notice is given. All date change requests submitted with less than 14-days notice will be treated as a rental cancellation. Please refer to the cancellation policy above for more information. All applicable cancellation fees will apply.

DATE CHANGE REQUESTS MUST BE SUBMITTED IN WRITING to your Rental Account Representative.

TIME CHANGES

Time Change requests for **BANQUET HALL, SOCIAL HALL, OR GYMNASIUM (NON-ATHLETIC USE)** reservations will only be accepted with a **minimum** of two (2) months notice prior to the scheduled event.

Time Change requests for **ALL OTHER ROOMS** will only be accepted with a **minimum** of fourteen (14) days notice prior to the scheduled event.

TIME CHANGE REQUESTS MUST BE SUBMITTED IN WRITING to your Rental Account Representative. Time change requests are subject to staff and room availability. Additional rental time must be paid for in full a minimum of two (2) months prior to the event.

GYMNASIUM (NON-ATHLETIC USE) RENTALS

All inquiries and applications for Gymnasium (non-athletic use) rentals must be coordinated by the Facility Coordinator.

Gymnasium (non-athletic use) rentals require floor covering. The floor covering that we provide is low-pile commercial grade carpet in 3’ x 6’ tiles, which covers the entire floor. Additional tables and chairs for the event may be available at additional cost.

Rental applicants are responsible for cleaning the gymnasium at the conclusion of the event, which includes vacuuming the carpet. Please refer to the *TCC Rental Clean-Up Checklist* at the end of this packet for more information on cleaning responsibilities.

EQUIPMENT RENTAL

Tukwila Community Center has the following equipment available for event usage at TCC. Availability is on a first-come, first-served basis and must be requested and paid for IN ADVANCE.

EQUIPMENT	FEE*
Easels	N/C
Screens	N/C
Conference Phone	N/C
LCD Projector	$50/day
Portable P.A. system	$50/day
Table Linens	$10/table
White Folding Chairs	$1.25/chair
Stage – one 6’ x 8’ section	$50/day
Stage – two 6’ x 8’ sections	$100/day
Stage – three 6’ x 8’ sections	$150/day
Stage – four to six 6’ x 8’ sections	$200/day

*Fees are subject to additional tax.

EQUIPMENT INCLUDED IN THE ROOM

The following equipment and approximate quantities are included in the rental use of the rooms:

ROOM	EQUIPMENT	QUANTITY
Meeting Room/Classroom	Chairs	40
	8 ft. x 30” rectangle tables	10
Full Banquet Hall	Chairs	200
	6 ft. round tables (seats 10)	20
	8 ft. x 30” rectangle tables	10
Social Hall/Fireside Lounge	Chairs	100
	5 ft. round tables (seats 8)	12
	8 ft. x 30” rectangle tables	10
Gym	**MUST** be arranged with the Facility Coordinator before the rental is booked	

Additional tables and chairs may be available depending on usage of other rooms during the scheduled event. Please contact the Community Center fourteen (14) days prior to your rental if you would like to secure additional chairs and/or tables.

MAXIMUM ROOM CAPACITIES

The maximum room capacities for the rooms are as follows and must be adhered to:

Gymnasium (non-athletic)	600 for exhibits/banquet, 1,536 for auditorium/dance
Full Banquet Room	200 for dining, 144 classroom, 324 for auditorium/dance
2/3 Banquet Room	130 for dining, 96 classroom, 200 theater style
1/3 Banquet Room	60 for dining, 48 classroom, 90 for theater style
Social Hall/Fireside Lounge	96 for dining, 100 classroom, 135 for auditorium/dance
Meeting Room A or Classroom B	40 for classroom, 50 for theater style
Meeting Room B	32 for classroom, 40 for theater style

KITCHEN INFORMATION

The kitchen may only be reserved for rental use in conjunction with rental of a Banquet Hall, Social Hall, and/or Gymnasium (non-athletic use). You must complete a kitchen orientation at least one (1) week prior to event. This orientation must be scheduled **IN ADVANCE** by contacting your Rental Account Representative. *Failure to complete the orientation may result in cancellation of the kitchen rental.*

Use of the kitchen includes ONLY the following:

- ⇨ Ice Machine
- ⇨ Refrigerator & Freezer space
- ⇨ Commercial Stove/Oven/Flat Grill
- ⇨ Dishwasher
- ⇨ Steam Table
- ⇨ Microwave

Items NOT INCLUDED: White household stove/oven, Deli Slicer, utensils, dishes, pots/pans and trays

It is your responsibility to provide all cooking, serving and eating dishes, utensils, and all other items not listed here. **You may not store any items in the kitchen prior to or after your event**. Tukwila Community Center is not responsible for any items left in the building at the conclusion of your event. It is your responsibility to clean the kitchen at the conclusion of the rental. Please refer to the attached *TCC Rental Clean-Up Checklist.*

Due to the needs and details of various events, we do not allow groups to share the kitchen. Kitchen is rented on a first-paid, first-served basis based on availability.

ROOM SET-UP

Community Center staff will set up the room(s) according to the completed *Set-Up Form* that you provide us. This form may be obtained at the time of booking. It is your responsibility to turn in the completed *Set-Up Form* AT LEAST one (1) month prior to your event. If we do not receive your *Set-Up Form* on time, then a generic set-up will be provided and it will be your responsibility to make necessary changes. NOTE: When completing your *Set-Up Form*, the tables, chairs, stage, etc. cannot be placed in front of exit doors. We host hundreds of events each year and our staff would be glad to help guide you through this form if you would like.

It will be your responsibility for any additional set-up/changes that need to be made on the day of the event. Please allow sufficient time to complete your additional room set-up and decorating when booking your event. You will be charged for any and all time used for set-up.

Please use caution when moving equipment on the hardwood floors. Chair carts are available to assist in moving the stacked chairs. **DO NOT DRAG TABLES AND/OR CHAIRS ACROSS THE FLOORS**. *Damage that occurs to the floor is your responsibility and may result in forfeiture of the entire damage deposit*

NOTE: Tables and chairs that are provided by the Community Center are not allowed outside the facility.

CHECK-IN PRIOR TO YOUR EVENT

For your convenience and safety, there is ALWAYS a staff person on duty during your event. Upon arrival at the Community Center, you **must** immediately check-in at the Rental Office during normal operating hours or front counter in the main lobby when Rental Office is closed. At this time, please ask our staff to conduct a pre-event room inspection. This service is helpful to note any pre-existing room condition so that you are not held accountable for it. Pre-event room inspections will not be conducted if you have already begun your set-up. **If you will not be on site for the clean up at the conclusion of your event, the person responsible for clean up is required to also be at the pre-event room inspection.**

LOADING, DELIVERIES AND STORAGE

Unloading and equipment delivery must be done through the main lobby or the West lobby into the appropriate room. Once the items have been unloaded, vehicles must park in a designated stall in the parking lot. **Vehicle access is not allowed to the West or South side of the Facility.**

All deliveries must occur during designated rental times only. Community Center staff will not accept any delivery items. Rental applicants may not store any items in the Community Center prior to the event.

All items must be removed from the Community Center at the conclusion of the rental event. Failure to remove all of your items from the facility may result in forfeiture of your Damage Deposit. Tukwila Community Center is not responsible for any items left in the building at the conclusion of your event, including caterers or rental service companies.

CLEANING THE FACILITY

It is your responsibility to clean the room(s) in accordance with the *TCC Rental Clean-Up Checklist* located at the back of this packet. Cleaning supplies are available by contacting the staff person on duty. To help ensure the return of your damage deposit, please have the staff person complete a post-event inspection at the conclusion of the rental.

Failure to follow the *TCC Rental Clean-Up Checklist* may result in forfeiture of the damage deposit and additional charges and could also result in denial of future rental usage. Any cleaning and/or repairs that require staff time and/or materials will be result in additional rental fees and staff/material costs deducted from the damage deposit and/or charged to the rental group.

If you exceed the time reserved, you will be charged for the additional time (at double the hourly rate) and/or it may be deducted from the damage deposit. **Minimum charge is 1 hour.**

MISCELLANEOUS

BARBECUES

The use of barbecues must be approved by the Facility Coordinator in advance of your event. Barbecues are restricted to the grass area immediately adjacent to the patio next to the room that they have rented. DO NOT use barbecues on the cement/paved area. The only types of barbecues that are permitted are propane-style barbecues. The use of a commercial-style or charcoal barbecue is not allowed. You will be held responsible for any and all damage in relation to the use of a barbecue.

CANDLES & FLAMMABLE MATERIALS

The Tukwila Fire Department regulates the use of flammable materials. The **ONLY** types of candles that are allowed at the Community Center are **floating candle centerpieces. The wick of the candle must be at least 4-6 inches below the opening.** The use of any other type of candle or open flame is strictly prohibited and will result in forfeiture of the damage deposit.

DECORATIONS

Only freestanding decorations are permitted. **DO NOT AFFIX ANY ITEMS TO THE CEILING, DOORS, COLUMNS, WALLS, PARTITIONS, LIGHT FIXTURES, or WINDOWS**. Tacks, nails, tape and staples are prohibited everywhere. Violation will result in forfeiture of damage deposit.

FIREWORKS

All fireworks (including but not limited to sparklers, firecrackers, bottle rockets) are illegal in the City of Tukwila. Use of fireworks at the Community Center may result in immediate shut down of event, forfeiture of the damage deposit, and/or a fine from the Tukwila Fire Department.

FOG/SMOKE MACHINES

The use of Fog and/or Smoke machines is prohibited at the Tukwila Community Center. Use of these machines will result in forfeiture of the damage deposit and may cause the immediate cancellation of your event.

INFLATABLE BOUNCERS/PONY RIDES/ETC.

Inflatable bouncers, dunk tanks, pony rides, and other attractions must have prior approval by the Facility Coordinator.

INSURANCE

Special events, corporate hosted functions, athletic leagues, and other events may be required to carry insurance naming the City of Tukwila as an additional insured. A personal insurance agent or an insurance agency may be of assistance in securing the required insurance. Questions regarding specific limits and requirements may be referred to the Facility Coordinator.

RICE, BIRDSEED, CONFETTI, DANCE WAX, ETC.

Use of any of rice, birdseed, confetti, glitter, dance wax etc. is strictly prohibited at the Community Center (inside or outside) and will result in forfeiture of the entire damage deposit.

SMOKING

Tukwila Community Center is a tobacco-free facility. Smoking, chewing, vaping devices, etc. is prohibited inside the Community Center and within 25 ft. of any entrance. Please use the provided receptacles for proper disposal of cigarettes. The rental applicant is responsible for cleaning area of debris as a result of tobacco use associated with their event.

ALCOHOL INFORMATION

Any organization or individual wishing to serve or consume alcoholic beverages at Tukwila Community Center MUST submit an Alcohol Beverage Request Form (ABRF). Submitting an ABRF does not guarantee that you will be able to have alcohol during your event. It is simply a request and must be approved by the City prior to your event. You must meet all obligations, rules and regulations set forth on this Form.

RULES AND REGULATIONS

1. Alcohol service and consumption is restricted to beer, wine, and champagne that is sold commercially. Home brewed alcohol and/or liquor (including, but not limited to whiskey, vodka, rum, tequila) and drinks containing liquor are prohibited.
2. The ABRF must be received by the City at least one (1) month prior to your event. Applicants that schedule an event less than one (1) month in advance may not be approved for alcohol as part of the event. You will be notified approximately two (2) weeks after submitting the ABRF on the status of your request.
3. A Washington State Banquet Permit must be obtained and displayed in the room during your event. A copy of this Permit must be received by the Tukwila Community Center at least five (5) business days prior to your event. It is the solely your responsibility to obtain and post such permit. Permits can be obtained online at: **https://lcb.wa.gov/licensing/banquet-permits**
4. Beer kegs must remain in the kitchen at all times and are not allowed to be in any other rooms. Applicants that wish to have beer kegs are required to rent the kitchen.
5. If approved, alcohol is only allowed in the Banquet Hall, Social Hall, kitchen, and the Outside Patio area on the South side of the facility. Alcohol is prohibited in all other portions of the facility (including front and back of building, parking lot, hallway, restrooms, other rooms).
6. It is your responsibility for the conduct and behavior of the participants and guests involved in the rental activity. Underage drinking (under 21 years of age) is strictly prohibited.
7. It is your responsibility for cleaning facility as outlined in the Rental Information Packet and the Rental Clean-Up Checklist. The cleaning must be completed and the event must vacate the facility by the time listed on the Rental Agreement.
8. Alcohol service is limited to the approved conditions on the ABRF.
9. Alcohol service must stop at least one (1) hour before the designated end time of your rental and may be requested to be served during the following times:

Monday – Thursday	Consult Facility Coordinator
Friday	8:00pm – midnight
Saturday	4:00pm – midnight
Sunday	noon – midnight

10. Serving/consuming alcohol without approval, outside approved conditions, or in violation of any of these rules and regulations may result citation by Police, immediate shut down of event, forfeiture of Damage Deposit, and/or additional fees/penalties.

FEES

A $200 non-refundable Alcohol Fee will be charged to all applicants wishing to distribute, serve, or consume alcoholic beverages.

DAMAGE DEPOSIT

Upon conclusion of your event, the City will determine what amount of your Damage Deposit, if any, shall be returned. The City reserves the right to deduct appropriate fees from the Damage Deposit to cover expenses related to additional staff time, building/equipment repairs, replacement, cleaning, etc. in relation to your event. Furthermore, the City reserves the right to charge the applicant additional fees should the damage and other charges exceed the amount of the Rental Damage Deposit paid by the applicant. In addition to the Rental Damage Deposit, the Tukwila Community Center reserves the right to charge an additional Damage Deposit for Alcohol use.

STAFFING/SECURITY

The City will determine if additional staff and/or security will be required during your rental based upon the presence of alcohol, estimated number in attendance, time of day, etc. THE APPLICANT IS RESPONSIBLE FOR ADDITIONAL STAFFING/SECURITY COSTS.

INSURANCE

Any organization and/or individual wishing to distribute, serve, or consume alcoholic beverages during any use of the Tukwila Community Center may also be required to obtain a Certificate of Insurance evidencing Commercial General Liability Insurance written on an occurrence basis with limits no less than $1,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage. Coverage shall include, but not limited to, blanket contractual, product/completed operation, broad form property damage, and employer's liability. The City shall be named as an additional insured on the Commercial General Liability Insurance Policy. A copy of the Certificate of Insurance must be received by the Tukwila Community Center 7 days prior to the event. Failure to provide proof of such coverage shall be grounds for denial of ABRF. It is the sole responsibility of the applicant to obtain this insurance. The Facility Coordinator can provide you with more information on this.

The City of Tukwila reserves the right to add, delete, or modify the rules and regulations regarding use of the Tukwila Community Center at any time.

DIRECTIONS TO TUKWILA COMMUNITY CENTER

Southbound on I-5

- Take Exit # 156 (Tukwila/Interurban Ave.)
- Turn RIGHT onto Interurban Ave.; proceed NORTH
- At stop light at 42nd Ave. S., turn RIGHT
- Cross River and Community Center is immediately on your RIGHT

Northbound on I-5

- Take Exit # 156 (Tukwila/West Marginal Way)
- Take the Interurban/Tukwila Exit; turn LEFT onto Interurban Ave.
- Move to the RIGHT lane
- At stop light at 42nd Ave. S., turn RIGHT
- Cross River and Community Center is immediately on your RIGHT

From International Boulevard/Pacific Highway/Hwy 99

- Turn EAST onto S. 130th
- At Macadam Road, turn LEFT
- Cross Interurban Avenue.
- Cross River and Community Center is immediately on your RIGHT

Eastbound on SR-518/I-405

- Take I-5 North exit and move to right lane
- Follow directions above for Northbound on I-5

Westbound on I-405

- Take I-5 North exit
- Follow directions above for Northbound on I-5

Map of Tukwila Community Center (206) 768-2822

TCC RENTAL CLEAN-UP CHECKLIST

The rental applicant is responsible for cleaning the room upon the conclusion of the event in accordance with the rules and regulations set forth in the *Rental Information Packet* and the checklist below which is provided to assist you in cleaning. You must be cleaned up and out of the facility by the designated time on your rental application. There should be **NO CLEAN-UP** required by TCC Staff, or you will be charged for additional rental and staff fees for any additional time used. (NOTE: 1 - 60 minutes = 1 hour)

NOTE: *Clean-up will normally take one (1) hour for the Banquet Hall, Social Hall or Kitchen depending on your menu, beverage service, number of guests, etc.*

RENTAL APPLICANT RESPONSIBILITIES:

ROOM

- ☐ Clean all counters and tables with disinfectant spray and clean towel.
- ☐ Remove all decorations.
- ☐ Stack chairs in stacks of 10 and fold tables. (rounds-fold and leave in place, rectangle-fold and lean on wall)
- ☐ Sweep entire floor and dispose into garbage.
- ☐ Mop up all spills (hot water only) and remove any streak marks left on floor.
- ☐ Place garbage in garbage cans. Extra bags may be obtained from TCC staff.
- ☐ Put garbage into dumpster on West exterior of TCC.
- ☐ Return all equipment and cleaning supplies to staff.
- ☐ Vacuum carpet in gym (if applicable).

KITCHEN

- ☐ Turn off equipment.
- ☐ Remove food from all appliances.
- ☐ Wipe down all surfaces with disinfectant spray and clean towel.
- ☐ Clean all equipment –including refrigerator/freezer, stove, and oven (inside and out).
- ☐ Check dishwasher for loose utensils & clean remaining food from bottom of machine.
- ☐ Sweep entire floor and dispose into garbage.
- ☐ Mop up all spills on floor (hot water only).
- ☐ Place garbage in garbage cans. Extra bags may be obtained from TCC staff.
- ☐ Put garbage into dumpster on West exterior of TCC.
- ☐ Return all equipment and cleaning supplies to staff.

HALLWAYS, PATIOS, RESTROOMS, ETC.

- ☐ Vacuum hallway carpet if necessary.
- ☐ Place garbage in garbage cans. Extra bags may be obtained from TCC staff.
- ☐ Tie bags closed and take garbage to the dumpster on West exterior of TCC.

TCC STAFF RESPONSIBILITES

Our staff is here to assist you with the following:

- ☐ Conduct a pre-event room inspection for cleanliness and damage.
- ☐ Inform your group of miscellaneous information.
- ☐ Enforce rules and regulation.
- ☐ Provide clean-up supplies for your group.
- ☐ Move chair stacks and folded table to storage area.
- ☐ Conduct post-event room inspection for cleanliness and damage.

Any damage, unreturned equipment, uncleaned areas, or additional time may result in forfeiture of your damage deposit and/or denial of future rental use.

TUKWILA COMMUNITY CENTER
RENTAL RATES/DEPOSITS

BANQUET FACILITIES	WEEKDAY RATES			WEEKEND RATES						
	Resident	Non-Res	Damage Deposit	Resident			Non-Resident			Damage Deposit
	Hourly	Hourly		5-Hour	10-Hour	Full Day	5-Hour	10-Hour	Full Day	
Gymnasium (non-athletic) - - First Day	n/a			n/a	$1,750	$2,450	n/a	$2,100	$2,950	$1,000
Gymnasium (non-athletic) - - Each Add'l Day					$1,050	$1,475		$1,275	$1,775	
FULL Banquet Hall	$75	$90	$200	$450	$825	$1,175	$550	$1,000	$1,400	$500
2/3 Banquet Hall	$55	$65								
1/3 Banquet Hall	$35	$45								
Social Hall/Fireside Lounge	$70	$85		$425	$775	$1,100	$525	$925	$1,300	
Kitchen	$25	$30	n/a	$150	$275	$375	$200	$350	$450	n/a
Alcohol Fee	n/a			$200						
MEETING ROOMS	Hourly Rate - 3 Hour Minimum									
Meeting Rooms/Classrooms	$30	$40	$200	$35			$45			$200
ATHLETIC & FITNESS ROOMS										
Full Gym (athletic use)	$65	$80	$200	$70			$85			$200
Large Gym (athletic use)	$40	$50		$45			$55			
Small Gym (athletic use)	$35	$45		$40			$50			
Dance Studio	$25	$30		$30			$35			

TUKWILA COMMUNITY CENTER RENTAL OFFICE

12424 - 42nd Avenue South
Tukwila, WA 98168
206.767.2322 fax) 206.767.2346

rentals@tukwilawa.gov
www.tukwilawa.gov

10% discount with military ID

RESTRICTIONS AND AVAILABILITY

WEEKDAY RATES apply all day on Monday - Thursday, and on Friday from 7:00 a.m. - 3:00 p.m.

- A 3-hour minimum rental is required.

WEEKEND RATES apply on Friday after 3:00 p.m., and all day on Saturday and Sunday.

Banquet Facilities:

- A 10-hour minimum rental is required for Banquet Facilities.
- 5-hour rentals are permitted on Friday evening and on Saturday and Sunday from 8:00 a.m. – 1:00 p.m.
- Full Day rates apply Saturday from 8:00 a.m. – 1:00 a.m. and Sunday from 8:00 a.m. – midnight.

Meeting and Athletic Rooms:

- A 3-hour minimum rental is required.

Please refer to the Rental Information Packet for additional information, policies, and procedures.