

LUTHERHAVEN PICNIC AREA RENTAL POLICY
Revised 2/23/07

Encl: Application for Picnic Area Rental

1. **Purpose.** To establish policy and guidelines for reservation and use of the Olympic Lutherhaven Picnic area and beach, located on the Olympic Lutherhaven property, Bremerton, WA. Use of this area will conform to the Olympic Lutherhaven Constitution and By-laws.

2. **Background.** The Olympic Lutherhaven picnic area is a 2+ acre area that includes (2) sheltered picnic areas, beach front, swimming area, restrooms, playground, fire pit, and numerous water activity equipment. Members and non-members may reserve the multi-purpose picnic area for functions and events. Members will have first priority of unscheduled dates. Requests for picnic area rental will not take precedence over on-going Olympic Lutherhaven's programmed events without the consent of the Olympic Lutherhaven Board of Directors.

3. **Policy**

a. **Eligible Personnel.**

- (1) All members and family members. This facility will not be used for any "For Profit" ventures such as real estate seminars, Tupperware parties, etc.
- (2) Any non-members, on a space available basis.

b. **Priority for use of the Picnic Area.**

- (1) Religious Ministries/Community Services programs/ Member sponsoring activities and events:
- (2) Member Functions: Official functions sponsored by members, such as religious services, Bible Studies, VBS, etc.
- (3) Family/private groups/non-revenue raising activities, subject to the approval of the Caretaker:

c. **Costs.** Cost is controlled by the Board of Directors and can change year-to-year. Current cost will be provided by the Caretaker at time of inquiry. A deposit will be required by all non-members to cover potential clean-up costs and/or damages. Further restitution may be required for unusual clean-up or damage. The deposit will be deducted from the rental price or refunded after the event is held. Users, by submitting a rental application, accept responsibility and liability for all damages and cleaning costs found to have occurred as a result of their use of the facility. In certain circumstances, repair or replacement in kind for damages or cleaning may be arranged. The Board of Directors will process all claims. Failure to make prompt restitution or repair in kind may result in denial of further use of the facility.

d. **Hours of Operation.** Reservations for usage can be made during normal working hours (Monday – Friday, 8:00am – 5:00pm). The facility can be reserved for events Monday – Sunday from 9:00am – 9:00pm.

Reservations. The Caretaker will process all reservation requests.

(1) Requests may be made by phone followed by an appropriate rental application form, which must be completed and signed in person within three days of making the request. An orientation of the picnic area will be conducted upon request. User responsibilities are indicated on the Rental agreement.

(2) The event sponsor making the reservation will be held accountable for actions of the group and cleanliness/arrangement of the spaces at the end of the event.

f. **Clean up.** Per enclosure (1), the event sponsor will ensure spaces are returned to original condition upon securing from the planned event. This includes: all trash secured in proper receptacles; recyclable materials placed in recycle containers; Picnic shelter swept; furniture cleaned and wiped down; and audio visual equipment, if any, secured and returned to original locations; and any foreign decoration to the property properly discarded. Appropriate administrative and/or legal action will be taken if the grounds, buildings and equipment are not returned to their original condition at the end of the event. At a minimum, a warning will be issued to the person(s) making the reservation and building use privileges may be revoked.

g. **Facility Cleanliness.** Sponsoring members and event sponsors are responsible for buildings and grounds cleanliness at the end of the event.

(1) Spaces not required by the user will be secured. Users will be given a key for the restrooms and access only to the spaces they have reserved.

(2) Key Control.

(a) Keys will be issued to the person making the reservation either on the day of the event or the last business day before the event.

(b) The person accepting the keys is responsible and accountable for securing the building upon completion of the event. The keys will be return to the Caretaker before leaving the premises.

(c) Appropriate administrative and/or legal action will be taken if the building is found to be unsecured after an event. At a minimum, a warning will be issued to the person making the reservation and building use privileges may be revoked.

h. **Boat shed.** No meals will be prepared in this facility. An outside grill is located in the shelter picnic area adjacent to the Boat shed. The grill is provided for small meals and to support “Pot Luck” meals, not intended to cook full meals. Children are not authorized to be in the boat shed without adult supervision. Users will remove all food and beverages brought into this facility.

i. Eating and drinking areas.

(1) The Picnic area is the only area authorized for the consumption of food and beverages. This area consists of two roofed areas with cement floors and the picnic tables on the grounds. There is no food or drink allowed on the dock, floats or the beach. The sheltered picnic areas can seat approximately 80 people in its primary configuration.

(2) Coffee or other drinks in covered containers are authorized throughout the Picnic area. All spills must be cleaned up immediately.

(3) Catering is permitted for functions held in conjunction with a scheduled event in the sheltered Picnic area.

(4) Glass containers are only allowed in the cooking area.

j. Alcoholic Beverages/Drugs. The use of alcoholic beverages or illegal drugs is prohibited except wine used in conjunction with a religious service (communion).

k. Smoking. Smoking is not authorized inside any Picnic area shelter or building facility (this includes the restrooms). There is no smoking within 50 feet of the Caretakers housing area.

l. Children. Children are the responsibility of their parents or guardians. They will not be left unsupervised at any time. Groups with children are responsible for providing sufficient adult supervision.

m. Parking.

(1) Adequate parking is available in the front of the facility. Unattended parking in the Caretaker's driveway is not permitted. This area may be used for drop-off and pick-up.

Use of the Camp area designated parking may be permitted for larger gatherings but shall be requested for use by the sponsor. Picnic area parking will park approximately 30-40 vehicles.

(2) "Coning" or "reserving" of parking spaces is not permitted.

n. Equipment.

(1) Facility users need to bring their own consumable supplies. (i.e. eating utensils, paper, pads, pens/pencils, etc.).

(2) All permanent equipment presently assigned to the Picnic area will be tested by users when the application form is submitted or when the key is picked up to ensure it is in proper working condition. The event sponsor's signature on the rental agreement indicates that they have taken responsibility for the proper care of this equipment.

(3) No equipment is to be removed from this facility.

(4) Posted swimming and boating rules must be followed.

o. Decorations/Adornments. Decorations must be discussed and approved by the Caretaker.

p. **Tents.** Tenting is permitted on a case-by-case basis (pending condition of the grounds). Prior arrangements must be made with the Caretaker prior to allowing tents to be placed on the premises.

q. **Exceptions.** The Olympic Lutherhaven Board of Directors must approve exceptions to the policy. A copy of the approved "Exceptions to Policy" documentation must be provided to the Caretaker prior to the start of the event.

PRESIDENT
OLYMPIC LUTHERHAVEN

Board of Director's Approved _____