



Fee Waiver Request

P.O. Box 1960
 Buckley, WA 98321
 (360) 829-1921 ext. 7805
 Fax: (360) 829-2659
 kmemovich@cityofbuckley.com

Event Date: _____ Type of Event: _____ Hours of Event: _____

Contact Name: _____ Phone: _____

Organization: _____ Mailing Address: _____

Please Describe the activity and explain how the activity meets one of the fee waiver classifications set forth Below: _____

The Buckley Hall is owned and operated by the City of Buckley in accordance with the Buckley Municipal Code Chapter 2.99. The Buckley Hall is available at a reduced fee for those applicants who agree to the terms and conditions set forth on the Fee Waiver application and whose proposed use of the hall satisfies one of the following criteria. The fee waiver request must be completed and submitted to Buckley City Hall before the 1st Friday of the month prior to the event date. The Buckley Hall Board will review the application. Applicants whose requests have been denied by the Hall board may appeal the decision to the Buckley City Council.

This Section for City Use Only* Buckley Hall Board Recommendations:

Date of Meeting: _____ Recommendation: _____ Paid: _____

Classification	Fee Description	Specific Qualifications
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Classification I	100% waiver of all fees	Meetings or activities sponsored by the City of Buckley and its various departments.
Classification II	Up to 100% waiver of rental fee. \$75.00 non-refundable deposit. Seasonal heating surcharge may apply.	Local Buckley area non-profit organizations that give back a portion of their profits to the Buckley area community.
Classification III	Up to 100% waiver of rental fee. \$75.00 non-refundable deposit. Seasonal heating surcharge may apply.	Events for organizations whose membership is open to the public but who operate for the benefit of their membership.
Classification IV	No waiver of any fees.	Private events not open to the general public. For example: weddings, receptions, family reunions and commercial activities such as an antique show.
Classification V	\$75.00 annual fee.	Events for groups that continually use the Buckley Hall on a yearly basis such as the Boy Scouts, Square Dance Club, Foothills Historical Society and the Kiwanis Food Bank that provide a service to the City of Buckley or do community service projects for the City of Buckley.
Classification VI	No waiver of rental fee. Up to 50% waiver of refundable deposit subject to a 4-5 hour minimum rental.	Memorial services and funeral receptions on Monday, Tuesday, Thursday, Friday and Saturday with a minimum rental of 4(four) hours with a maximum of 5(five) hours. Sunday receptions and memorial services will be charged as a regular daily rental with full rental rates and deposits.

*****AT ANY TIME THE CITY MAY ASK YOU TO CONSIDER GIVING UP YOUR TIME SLOT, ADVANCED NOTICE WILL BE GIVEN CONSIDERATION SHALL BE GIVEN FOR EVENTS SUCH AS SINGLE USE FEE WAIVERS AND/OR EMERGENCY EVENTS*****

TERMS AND CONDITIONS: PLEASE READ CAREFULLY AND SIGN BELOW

By signing below, the renter agrees to hold the City of Buckley, its agents, employees, and officials harmless from any and all causes of action, demands, and claims including the cost of their defense due to the renter's use of the premises or in any way resulting from the willful or negligent acts or omissions of the renter and his/her agents, employees or representatives. The renter agrees to pall all reasonable costs and attorney fees incurred to enforce this agreement, regardless of whether suit is instituted. The renter also agrees to the following rules, terms and conditions.

- Smoking is not permitted in the building. Smoking is permitted 25 feet from the entrance of Buckley Hall. Smoking in the building will result in a fine.
- No nails, tacks or tape may be used on walls. Renter will not hang anything from the ceiling fans. All decorations need to be removed and put in the dumpster or taken home.
- Renter agrees to provide their own garbage bags. The City of Buckley will line the can but any additional trash bags are renter's responsibility.
- All trash is to be put into the outside dumpster; the renter will not put any trash into the Cardboard only recycle bin. Any trash in the recycle bin will result in a fine.
- Payment if any is due prior to your event. Key will be dispersed as necessary see City Hall Staff for date and time of key pick up/drop off.
- Tables and chairs are to remain in the building and must be wiped down and restacked at the end of your event.
- Alcoholic beverages are permitted, however no alcoholic beverages may not be sold on the premises. The renter will comply with the Liquor Control Board requirements including purchasing permits. Renter will comply with State and Federal Laws.
- If addition security or traffic control is necessary, the renter will arrange for it at his/her own expense. If the city uses its resources to provide security and/or traffic control the renter will reimburse the city for all costs.
- Renter assumes responsibility for the security of the building. Renter will lock the door and turn off all lights, except outside entrance light at the end of his/her event.
- Any damaged incurred during your event will be charged to renter/group/organizations and you will receive a bill from the City of Buckley to cover cost of clean-up and/or maintenance of the building.

Thank you for your cooperation. By signing below you agree to all rules and regulations set before you by the Buckley Hall Board.

Print Name _____ Authorized Signature _____ Date _____

*Photocopy of Washington State Identification is required.