



**CITY OF ORTING**  
**PARKS and RECREATION DEPARTMENT**

110 TRAIN ST SE, PO BOX 489, ORTING WA 98360  
 Phone: (360) 893-2219 Ext. 120 • FAX: (360) 893-6809  
 www.cityoforting.org

**APPLICATION-CONTRACT FOR USE OF FACILITIES**

Facility Requesting: (Circle One) Orting Station / Multi-Purpose Center

Organization/Agency/Business \_\_\_\_\_

Person in Charge \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_  
 \_\_\_\_\_ To \_\_\_\_\_

Caterer: \_\_\_\_\_ Phone \_\_\_\_\_

What type of supervision will be provided? \_\_\_\_\_

How many persons will be in attendance? Youth \_\_\_\_\_ Adult \_\_\_\_\_

Type of activity planned? \_\_\_\_\_

Will alcoholic beverages be served? Yes \_\_\_\_\_ No \_\_\_\_\_

Will there be an admission charge? Yes \_\_\_\_\_ No \_\_\_\_\_ Donation? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Amount \_\_\_\_\_

Decorations to be used \_\_\_\_\_

Banquet Permit Dated \_\_\_\_\_ Received by Center \_\_\_\_\_

The undersigned hereby makes application to the City of Orting for use of the facility as above described and certifies that the information on the application is correct. The undersigned agrees to exercise the utmost care in the use of the premises and property and to hold the City of Orting harmless from all liability resulting from the use of said facilities. The applicant further agrees to adhere to all rules, regulations and policy (see ordinance 852) as stated on the attachment hereto. A cashiers check or money order payable to the City of Orting for the Rental Fee and Deposit is hereby submitted with this application as follows:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail refundable deposit to: Name \_\_\_\_\_  
 Address \_\_\_\_\_

**PARKS AND RECREATION DIRECTOR Initials:** \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_ Damage/Reservation Deposit \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Comments: \_\_\_\_\_



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**MULTI-PURPOSE CENTER/ORTING STATION CLOSE-UP CHECK OFF SHEET**

The following must be initialed off, in the shown, by the individual signing the application or designated representative. Failure to do so will result in retention of the deposit regardless of the condition the building is left in. This action is necessary because of past problems in the areas listed below. If you have any questions please talk to the council designee prior to usage.

1. Manual locks on one side of the front and back lobby doors. (1 at top of the door and 1 at the bottom of the door must be in the lock position.) (MPC Only) \_\_\_\_\_
2. Front and back lobby locks secured.(MPC Only) \_\_\_\_\_
3. Restroom lights turned off. \_\_\_\_\_
4. Restroom in clean condition. \_\_\_\_\_
5. Auditorium back door locked. (MPC Only) \_\_\_\_\_
6. Auditorium lobby door locked. (MPC Only) \_\_\_\_\_
7. Kitchen door locked. \_\_\_\_\_
8. All lights turned off. \_\_\_\_\_
9. Refrigerator and freezer doors closed. (MPC Only) \_\_\_\_\_
10. Tables and chairs put in correct order (MPC Only) \_\_\_\_\_
11. Counters wiped off. \_\_\_\_\_
12. Floors swept and moped. \_\_\_\_\_

***This form must be left with the keys in the green drop box located outside of City Hall upon completion of the rental.***

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Person in Charge/Representative Signature



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## **FACILITY RENTAL RULES, REGULATIONS AND POLICIES**

It is the aim of the City of Orting to make the facilities available for the widest possible community use. Applicant understands that the tenant sponsored programs and activities by the City of Orting for the general public have priority over private groups in the scheduling of the facility. Facilities used shall be limited to those specified on the application for the MPC room its self and the use of the restrooms. The applicant does not have the usage of the foyer area and also the Orting Station.

The City of Orting shall not be liable for injuries or loss of property resulting from use of the premises.

Weekday use must be out of the building by 12:00 midnight. Friday and Saturday groups must be out of the building by 2:00 a.m.

The facility must be left in satisfactory condition by all groups using it. The use of open flames, rice (e.g. weddings) and boughs of coniferous trees are prohibited. Ceremonial candles are permitted on special occasions only by council designee authorization. No one is allowed to affix anything to ceilings or walls. Any organization damaging or destroying City properties will be held responsible for the cost of repair or replacement. Chairs and tables are to be erected and stored with care (at MPC) and the keys and check off list must be left in the green box located outside of City Hall by the group using the facility unless other arrangements have been made by the applicant and the council designee. In the event of damages or cleaning being required, applicant shall accept the council designee's estimate of the amount of cost; and it shall be deducted from the deposit, and if inadequate, the additional amount is immediately payable.

Cleaning procedures are as follows:

1. Clean all tables and chairs before returning them to their original storage area. (MPC Only)
2. Clean the counters.
3. Sweep and mop floors before leaving at MPC and Sweep in Orting Station.
4. Check all outside doors to make sure that they are latched and locked.  
Once the doors are locked, please double check to make sure they are closed securely.
5. Leave the keys and the check off list in the green box located outside of City Hall.

All rental rates including damage/reservation deposit must be paid at least 3 days prior to room usage. Application for rental may be made in advance only in the same calendar year. A new application must be filed for each time of usage.



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An \$800.00 deposit is required for events where alcohol is served. Please include a copy of your State Liquor Board License or Banquet Permit with your application, rental fee and deposit for verification to the City of Orting. Law enforcement or City personnel will have the right to check and monitor the facilities; the City reserves the right to require city approved security at the applicant's expense. Consumption of alcohol by minors is forbidden; the event will be closed down for any violation. Legal responsibility for any guest's consumption of alcohol will rest solely with the individual signing the MPC application. Red wine, beer kegs and hard liquor are not permitted.

Applicants are required to remove, at their own expense, all materials, equipment, furnishings and/or rubbish left after use of the facility. Damage deposit will be retained until all items are removed. If no damage is incurred, deposit will be returned to applicant by mail.

Applicant is to supply own dishwashing detergent, dish towels, paper towels, plastic refuse bags and all other items as needed by the applicant.

If you have any questions please talk to the council designee prior to usage.

NOTE: If there is any problems with blown fuses go to the electrical room and reset breaker. Make sure that you do not have more than one appliance on the same outlet.