



Snoqualmie Valley Youth Activity Center
GROUP/ORGANIZATION USER AGREEMENT

1. The SVYAC has the right to refuse any usage request if the organization that does not meet the eligibility criteria.
2. The SVYAC requires General Liability and Sexual Molestation insurance with a minimum of \$1,000,000 coverage for the use of our indoor and outdoor facilities. If the group/organization is not already covered by insurance, it may obtain one-time event liability insurance for special events. Proof of insurance naming the “Snoqualmie Valley Youth Activities Center” must be submitted 14 days prior to the event/meeting date. For overnight use, additional insurance and/or child abuse prevention training is required.
3. The SVYAC emergency procedures must be read and followed. Groups will be given this information upon board approval of usage request.
4. The user group/organization’s participants will only use the area specified in this usage agreement. Participants may not enter or use other areas of the facility. Usage areas include indoor facilities, outdoor facilities (access to restrooms, but not kitchen), or indoor & outdoor facilities.
5. The user group/organization will be responsible for the conduct of its participants. Chaperones of at least 21 years of age are required with a minimum of 2 adults at all times with no one-on-one interactions as defined by the [CDC Preventing Child Sexual Abuse Within Youth-serving Organizations](#). If groups contain both male and female participants then an adult male and adult female will both need to be present.
6. Attendance must not exceed the posted capacity of the SVYAC facility of 108.
7. The SVYAC provides 15 standard parking spots and has access to public street parking for 6-8 vehicles along Boalch Avenue. Parking at the facility is designed for youth participant drop-off and a limited number of youth leader parking spots. Groups should plan for the availability of limited parking prior to holding meetings where large numbers of users will meet. Use of adjacent business parking is prohibited (Encompass, Mt Si Gym or the adjacent long-term storage facility) and could adversely impact the SVYAC's ability to operate.
8. Groups/organization that need to cancel a meeting should notify the SVYAC at least 72 hours prior.
9. For safety purposes, close doors so they are locked to the outside during meetings.
10. Wall decorations for any meeting/event may be used only upon prior approval by the SVYAC and must be removed upon conclusion of the meeting or event. Strong adhesives including, but not limited to tape and hooks are prohibited on any Meeting Lodge surface including walls, floors, counters and windows.
11. The user group/organization is responsible for set-up and clean-up, including any replacing of tables, chairs, and any other equipment. The user group/organization is required to remove (at group’s expense) materials, decorations, equipment, or excess trash before leaving the facility. Items may not be left without authorization of SVYAC. The group/organization deposit will not be refunded if not compliant with this agreement.
12. The User is responsible for any damages caused during the usage period to the SVYAC facility, grounds, property, or equipment. The group/organization deposit may not be refunded and where damages or expenses exceed the deposit, additional charges may be billed as deemed necessary.
13. Use of the SVYAC facility and property does not imply endorsement or sponsorship of any event by the SVYAC. Therefore, promotion shall be designed in such a way that no suggestion of endorsement or sponsorship is implied. Advance approval by the SVYAC board is required when the facility is used by a group which is not consistent with the stated eligibility criteria.
14. Use of a caterer and/or entertainment is subject to the approval of the SVYAC and consistent with the state, county and city ordinances. For example, Musical entertainment shall cease no later than 10:00pm in accordance with city ordinance.

15. The SVYAC does not provide accident or health insurance for its users, participants, invitees, or non-profit groups using the facilities. It is the responsibility of every individual or legal guardian to provide for his/her own accident and health coverage while participating in any function at the SVYAC.
16. The SVYAC assumes no responsibility for the personal property lost or damaged by individuals or groups utilizing the facilities and property or by any unauthorized users. SVYAC is an unmonitored property adjacent to several public access trails and local businesses. The SVYAC does not have the ability to restrict access to the property and therefore we do not assume responsibility for your property.
17. Alcoholic beverages may not be served or consumed on SVYAC property except at special events. User must obtain permission to serve alcoholic beverages in advance and provide appropriate permits consistent with the state, county and city ordinances.
18. Domestic animals (pets) are not permitted within the facility and on the grounds without explicit permission from the SVYAC board.
19. Storage of flammables including but not limited to propane, kerosene, isopropane and gasoline is prohibited.
20. Recreational drug use not permitted on premises, this includes all tobacco products and vaping.
21. If issued to your group, replacement of lost digital entry keys is assessed at \$50 per key.

Assumption of Risk and Hold Harmless Agreement: The user organization assumes all risk of loss, damage or injury to persons or property which arises out of the user organization's use of the facilities or equipment at the SVYAC. The user organization agrees to indemnify and hold the SVYAC, its agents, servants, and employees harmless from all liability, loss or damage whatsoever from any cause which may arise from the use of the facilities or activities, in and about the SVYAC, by the user organization or its representatives or invitees.

Group Name/Organization: _____
 Date Submitted _____

Group/Organization Type & Deposit Amount:
 Regular (\$200)
 Occasional (\$200)
 Single Event Use (\$500 deposit)

Estimated attendance _____ Age Range of Group _____ Number of Chaperones (21+ yrs old) _____

Group representative:

Name _____

Email _____ Phone _____

Specific rental area:

- Indoor
- Outdoor (does not include use of kitchen)
- Indoor and Outdoor

I have read and I hereby agree to the Snoqualmie Valley Youth Activity Center User Agreement. I understand that I am financially responsible for damage to the SVYAC property, facility, or equipment.

Group Representative, signature

Date