



# Frequently Asked Questions

Thank you for your interest in reserving space at Mt. Si Senior Center. Please review the following information for common questions about the use of space at Mt. Si Senior Center.

## **When is Mt. Si Senior Center (MSSC) available for rentals?**

The facility is available from 4:00 p.m. to 11:00 p.m. on weekdays, Saturdays and Sundays from 9:00 a.m. to 11:00 p.m., unless otherwise noted.

## **How do I reserve space at MSSC?**

Fill out a Facility Rental Request Form, available online at: [www.mtsiseniorcenter.org](http://www.mtsiseniorcenter.org). Rental requests must be received two weeks in advance. If you intend to serve alcohol at your event, the request must be received one month in advance.

## **When will I receive confirmation of my rental date?**

Your date is confirmed once Mt. Si Senior Center receives a signed facility agreement and deposit.

## **What equipment is available at MSSC?**

Folding tables and chairs are included in the rental cost for most rooms. A/V equipment is offered for an additional fees.

## **What decorations can I use in the rental space?**

Table decorations and free-standing decorations are best. No decorations requiring nails, adhesives, or tape are allowed. Burning candles is strictly prohibited.

## **Can I play music at my rental event?**

Music is allowed in all rentals. Please note the city of North Bend has a noise ordinance requiring music to stop by 10 p.m.

## **Can I serve alcohol at my event?**

Anyone planning to serve alcohol at an event at Mt. Si Senior Center must complete an Alcohol Beverage Request Form, which must be approved by the Executive Director. Applicants must also obtain and display a Banquet Permit from the Washington State Liquor and Cannabis Board. There is a \$250 deposit for all rentals requesting alcohol use. If you are a nonprofit and plan to sell alcohol at your event, you must also obtain a Special Occasion License from the Washington State Liquor and Cannabis Board. Alcohol service must end one hour prior to the end of the event.

## **When will I receive notice about my request for alcohol use?**

Alcohol use requests, if received a month prior to the event, will be reviewed and acted upon within two weeks.

## **Are the alcohol and damage deposits refundable?**

Yes, provided the facilities were left in the same condition as before the event, no damage occurred, and all rental rules were followed. Refunds will be made within two to four weeks after the event.

## **When is the rental deposit due? When is the balance of the rental fee due?**

The rental deposit is due once the facility agreement has been signed. The remaining balance is due two weeks prior to the date, at the latest. The damage/cleaning deposit is due at the same time.

## **Do I need event insurance?**

Yes, rentals require insurance. In some cases your homeowner's policy may provide enough insurance. Public events or events held by clubs, organizations, and businesses will require event insurance or proof that Mt. Si Senior Center is a named insured. *Mt. Si Senior Center requires \$1,000,000 in liability insurance at events serving alcohol.* In general, protecting yourself with insurance. Several options for where to find event insurance are provided below:

Progressive: <https://www.progressive.com/special-event-insurance/>

Allstate: <https://www.allstate.com/event-insurance.aspx>

Eventsured: <https://www.eventsured.com/>

Markel: <https://www.markelinsurance.com/event/investopedia>

**What if I decide to cancel my rental?**

If you need to change your event time or cancel your rental altogether, please inform us as soon as possible. A cancellation fee of \$25 will be charged, and rental refunds will be handled on a case by case basis, at the discretion of the Executive Director.

**Can I change the hours of my event?**

Expanding the hours of a rental will depend on space availability; if the space is available, the rental can be extended for the cost of the additional rental time. Reducing event hours is always possible, but notice must be given at least two weeks in advance to receive a refund.

**May I come in early to set up the rental space?**

No. Your rental starts and ends at your scheduled times. To ensure you have enough time to decorate, set up tables and chairs, etc. we suggest renting it for additional time before the event begins. *Early arrivals and late departures will result in a penalty.* Renters who start earlier than the contract specifies, or stay later, will be charged double the rental rate for the time not included in the contract.

**Do I need to clean up after my rental?**

Yes, the facility must be left in the same condition it was in before your event. Decorations must be removed, tables wiped, taken down and stored, floors swept, countertops wiped and the trash picked up and deposited in the dumpsters. Clean up time must be included in your rental time. For a complete list of cleanup requirements, see the Rental Information and Policy document. If Center staff time is needed to clean up after the event, the cost of that will be deducted from the damage deposit.

**What is included in the cleanup package?**

If available and if reserved a month in advance, the \$150 cleanup package includes all trash pickup, cleaning of floors and tables folded and stored. The renter is responsible for removing all decorations, clearing the tables and removing all personal belongings. Guests must be out of the facility by the scheduled end time, so staff can start cleaning.

**What is the penalty for staying later than the rental time specified in the contract?**

All renters staying beyond the specified rental time, or arriving before it, will be charged double the rental rate for the space, for the hours they are present beyond the time specified in the contract.

**Can I have rental items delivered to Mt. Si Senior Center?**

Yes, outside rental items are allowed. All items must be delivered during the rental time and removed by the end of the rental time.

**Is the use of the pool table and/or piano included with the rental of the dining room?**

No. Neither item may be used, uncovered or moved during the rental.

**Will I pay sales tax on my rental?**

Possibly. Individuals and for-profit organizations are required to pay retail sales tax on their rentals. Registered 501(c)3 non-profit organizations do not pay retail sales tax on rentals for activities, events and fundraisers that advance the mission of their organizations. If an event does not advance the mission of the organization, the renter must pay retail sales tax.

**I have more questions. Who do I contact?**

Contact Dee Riley, Programs Coordinator at Mt. Si Senior Center: (425)888-3434 or email: [Programs@mtsiorcenter.org](mailto:Programs@mtsiorcenter.org).