

TRAINING ROOM RENTAL (MAX. CAPACITY 70 PEOPLE)

Rental Rates

Youth Groups		Senior Groups & Classes		Non-Profit Groups	
0-4 hours	\$10	0-4 hours	\$10	0-4 hours	\$10
4-8 hours	\$20	4-8 hours	\$20	4-8 hours	\$20
8+ hours	\$30	8+ hours	\$30	8+ hours	\$30

Private Events

0-4 hours	\$75
4-8 hours	\$125
8+ hours	\$175

Damage Deposit for Private Events*

\$150, refundable (no alcohol at event)
\$300, refundable (alcohol at event)

Cleaning Fee*

\$100, refundable; prearranged cleaning is for 4 hours of cleaning. Add'l hours are \$20/hr.

Out of Town User Rate**

Private event rate, plus refundable cleaning and damage deposits.

Below is a list of general guidelines. Please thoroughly review the complete list of Lease Conditions detailed in the lease agreement form.

General Guidelines

- **Special Waiver.** Small, less than 15 people, non-profit, senior events, or organizations (i.e., Boy Scouts, Knitting Club, etc.) may obtain a waiver of rent at the Town’s discretion (Committee and Mayor) and be allowed by donation.
- **Damage Waiver.** Youth groups, senior organizations, and non-profit groups do not need to pay a damage deposit. However, actual damages will be billed for after repairs are completed. In addition, if rental rules are not followed, the renter may not be permitted to rent the Training Room at discounted rates.
- **Hours.** The Training Room is available between 6:00 am and 11:00 pm. Serving of alcohol, when applicable, must cease at 10:00 pm or one hour before the event ends.
- **Kitchen Use.** Training room rental does not include kitchen access; however, arrangements may be made in advance of the event. Same restrictions and conditions of use (condition, garbage removal, damage, etc.) apply to the kitchen use if applicable.

- **Rental Fees.** All fees and charges must be paid 14 days prior to the event date. Failure to pay will result in rental cancellation.
- **Keys.** The renter may pick up the key at City Hall during regular business hours. Key return to the building is due no later than noon the following day to the designated town employee.
- **Damage Deposit.** Damage deposit to be returned following inspection and walkthrough by town employee.
- **Children.** Any children must be under adult supervision at all times.
- **Animals.** Only Service and Law Enforcement dogs are allowed. Please carry certification. A service dog is individually trained to perform tasks for persons with disabilities. Pets, therapy (comfort) animals are not permitted because of security and health reasons.
- **Closing.** All doors shall be locked, all lights shut off as you depart (check bathrooms).
- **Decorations.** The following items are particularly difficult to clean well, and we advise limiting or eliminating completely the use of them at your event:
 - Birdseed
 - Confetti
 - Flower Petals
 - Glitter
 - Rice
 - Silly String
 - Soap Bubbles

YES! BBQ outside, helium balloons (anchored), battery powered lanterns and candles, and painters' tape.

NO! Candles (open flame), dance wax, duct tape, propane tanks indoors, sparklers, and Tiki torches. Please, no nails, staples, tacks, and velcro on the walls.

- **Damaged/lost/stolen Items.** Town of Malden assumes no responsibility for renters or attendees' property.
- **Public Disturbance.** Town of Malden reserves the right to ask the rental party to leave for public drunkenness, and disorderly conduct which will not be tolerated. The damage deposit can be forfeited upon review.
- **Smoking.** This is a smoke free facility. All smoking debris outside of the building shall be disposed of by the renter.
- **Vendors.** It is recommended but not required that vendors obtain EIN to collect tax for the State of Washington. Sellers of taxable goods and services at craft fairs and similar events should register.