

**Conditions of Rental**

**By reserving the Hal Holmes Community Center via the [www.halholmes.org](http://www.halholmes.org) website you are agreeing to the following terms of use and the Holmes Center Ordinance, Ellensburg Municipal Code Ch. 2.36.**

**PAYMENT:**

All payments, except government agencies, must be made **10 business days after booking the reservation.**

Past due reservations can be cancelled.

Payment may be made via cash or check at the Ellensburg Public Library Circulation Counter or to pay by credit card at City Hall contact the Hal Holmes office (509) 962-7240. Additional payment information will be needed to process credit card payments. You can mail in a check payable to: Hal Holmes Community Center 209 N. Ruby St. Ellensburg WA 98926, please note your reservation date and event title on the check.

**CUSTOMER RESPONSIBILITIES:**

- The Hal Holmes Center is a **NO ALCOHOL** facility.
- Open flames are not allowed including **birthday candles, tea lights, incense, etc.**
- The facility must be returned to the clean condition as you found it at the beginning of your event.
- Take out garbage generated by your event. Dumpster is located across the alley on the backside of the building.
- Cleaning kits are available in the Kittitas Room, on the stage and in the kitchen.
- When decorating, if tape is needed **use blue painters masking tape only.** No nails or pins may be in any surface.
- Adult supervision required for groups under 18 years of age at one adult per 20 children.
- A deposit may be required.

**BUILDING ACCESS:**

Your event time may require the staff to issue you a key. A key drop box is located outside the Holmes Center office. Keys not returned within one week after your event will incur a fine for rekeying the Holmes Center. Issued keys only work on the exterior auditorium doors, lobby auditorium doors and the kitchen.

**ARRIVAL AND DEPARTURE:**

Access to the room is only available during your scheduled reservation. Early arrivals please wait in the lobby until your event's scheduled time and opening of the room. Please include in your reservation adequate time to set-up and clean-up your event. Your event must vacate the room at the end of your scheduled reservation time.

**BUILDING & EVENT HOURS:**

The Hal Holmes Community Center operates Monday through Saturday 7 a.m. – 11 p.m. All occupants in the building must vacate at closing time. Events occasionally may be booked on Sundays with approval and staff availability. City staff, including the Ellensburg Police Department, may access any part of the Holmes Center at any time during events.

**Event Equipment and Support:**

Please reserve all necessary audio, visual, lighting, presentation stand, conference phone or furnishing needs in your original reservation. While we try to accommodate any necessary changes the equipment may not be available and in use by another rental party. All coffee service requests must be made 10 days prior to your event. We only supply HDMI and VGA projector inputs, if your computer/tablets needs an adaptor you will need to supply your own for your computer.

**SCHEDULING CONFLICT POLICY:**

While every attempt is made to insure the room you have rented is the room you will receive, Hal Holmes reserves the right to switch rooms based on situational need.

**CANCELLATION AND RESCHEDULING:**

Rented days, hours, rooms, goods and services may only be canceled 10 business days or more before an event. Events that cannot be canceled may be rescheduled to the next available date, or to any date within 10 business days of the original.