

Procedures, Rules, and Fees for the use of the Log Church at Pioneer Park in Ferndale

Fire Safety Code Regulations

Total Building Capacity – 49 people

THERE IS NO SMOKING ALLOWED INSIDE THE CHURCH AT ANY TIME.

1. The person who signed the rental reservation form is to be at the Log Church premises during the entire sponsored event, and to abide by all applicable rules and procedures in the copy that was given to them. Failure to comply with rules and cleaning requirements may result in forfeiture of a portion of, or the entire deposit.
2. Application for use of this facility by the requestor shall be made, in writing, at least three weeks prior to request date to the Ferndale Heritage Society. The Log Church may be rented for functions 1 full year in advance; however, reservations are NOT confirmed until proper paperwork is completed and the **total rental fee** and deposit, is collected. The rental fee will be returned only if party cancels within 30 days prior to requested date; otherwise **all rental fee is forfeited**. Application forms are available from the Community Center Coordinator at Pioneer Park, or by calling (360)384-6461.
3. Renters must be 21 years or older; be responsible for all payment of fees (from setup through clean up); be responsible for any damages to equipment and property which is incurred and make full payment three weeks prior to requested rental date.
4. The Ferndale Heritage Society reserves the right to accept or reject any application, and its judgment on acceptance or rejection is absolute and final.
5. The Ferndale Heritage Society may, in its discretion, require an applicant to provide a detailed explanation of the intended use of the facilities prior to accepting or rejecting an application.
6. Any person granted the use of the facilities must pay a damage deposit in the form of a check for the amount of \$100.00 at the same time the individual pays the rental fee. **NO KEYS WILL BE ISSUED. Staff will be on site to open and close the building on the day of the event only.** The check shall be made payable to Ferndale Heritage Society.
7. The deposit will be returned in full if no damage was done to the facilities. If there should be damage, the Ferndale Heritage Society will assess the damage, have the damage repaired and will return any portion of the damage deposit not used in such repair. If the cost of repair exceeds the deposit, the Ferndale Heritage Society will bill the individual who posted the deposit for the amount in excess of the deposit, in which case the bill will be due in full and paid upon notification (bill sent out "return receipt requested"). No rice is to be used in the building or inside Pioneer Park.
8. The key to the facilities is held with the Community Center Coordinator. No keys will be issued prior to, or the day of the event. A Pre-Rental and Post-Rental Checklist will be completed between the renter and park coordinator on the day of the event. There will be a checkout process

with the Event Coordinator, which will include inspecting the facilities before commencement of the function. The Post-Rental Checklist is to be filled out prior to your event ending, and after cleaning assessment will be done, including decisions regarding deposit return/forfeiture.

9. The maximum capacity for use of the building is 49 people. Charges for the facility are as follows:

Type of Use	Hours	Fee
Day Use	9:00am – 3:00pm	\$100
Night Use	4:00pm – 9:00pm	\$100
Full Day Use	9:00am – 9:00pm	\$150
Damage Deposit (required for each rental)		\$100
Additional Hours (may be available)		\$25 per hour

10. Renters are required to conduct their activities in accordance with all federal, state and local laws, ordinances, regulations, orders, licenses, permits and codes. All fire and safety regulations posted in the building relating to the premises, to any use thereof or to any activity thereon must also be complied with. Park vehicles in designated parking spaces only. Cigarette butts must be placed in proper receptacles, not on the grounds. No parking in designated fire lane areas. **Please obey all posted traffic signs on park property.**
11. No alcoholic beverages are allowed inside the church or the park area.
12. Any falsification of the facts on the application form, illegal or unacceptable conduct, may result in the immediate eviction of all persons using the Log Church area and the possible permanent refusal of use of the facility for the renter who signs as responsible for the area.
13. All furniture, pews, chairs, equipment, etc. must be returned to its original location.
14. If paper plates or other signage is used for directions, they must be removed from postings immediately after the event.
15. Refer to the Check-in / Check-out Sheet for specific clean up requirements.
16. DECORATION RULES: *Remember this is an historic building that needs to be preserved.*
- NO BURNING OF CANDLES IS ALLOWED INSIDE THE CHURCH.
 - NO NAILS, STAPLES, THUMB TACK, PUSH PINS, TAPE OR RICE IS ALLOWED.
 - ALL DECORATIONS MUST BE TIED ON TO AVOID DOING ANY DAMAGE TO ANY SURFACE.
 - NO RICE AND/OR BIRDSEED.