

BOTHELL POLICE DEPARTMENT COMMUNITY ROOM

18410 101ST Avenue NE
Bothell, WA 98011

The Community Room located on the first floor of the Bothell Police Department is available for use by the public and non-profit organizations. The hours of operations, contact information, and general information regarding the use of the room is provided below:

The Community Room is available Monday through Friday between 5:00 pm and 9:00 pm, and is closed on Saturdays, Sundays and all holidays. Due to the high volume of requests to use the room, a Group may request no more than bi-monthly recurring meetings for up to six (6) months in advance.

The room has a maximum occupancy of 58 people. Total group size may not exceed this number.

I. Community Room Policies and Rules

- Food and beverages, except for alcohol, are allowed in the room. The group using the room is responsible for leaving the room clean and orderly. Tables and chairs do not need to be left exactly as they were; however the room must be left clean and items disposed of in the provided garbage and recycle bins. If the room is not left clean and orderly, future reservations by the group may be cancelled or denied.
- Free Parking is available on a first-come first-served basis in the underground parking garage located across the street at Bothell City Hall. Street parking is also available.
- Service animals are the only animals allowed inside the Community Room.
- The Community Room is for public and non-profit use only. The Community Room may not be used to conduct sales or for other for-profit activities.
- The Community Room may be used by youth organizations; however, an adult must always be present and must be the individual reserving use of the Community Room.
- Do not allow anyone into the building or meeting room that is not with your group.
- Doors that access the community room shall be securely closed at the end of the meeting.
- The use of open flames such as matches or candles is strictly prohibited.

The main doors to the Bothell Police Department close and are locked promptly at 5:00 pm each evening and are locked in both directions. Therefore, entering and exiting the building must be done through the emergency door located in the Community Room. All groups should inform their event attendees that they will need to use this door for entrance and exiting the meeting. A representative from your group **will need to have someone arrive at the Community Room at least 5 minutes before the doors close at 5:00pm so that the side door can be used.**

- A uniformed police officer will be passing through the front lobby and the Community Room each evening after 9:00 pm to ensure that all non-police personnel have vacated the building. If your event is still running at this time, you will be asked to leave.
- The City reserves the right to cancel or reschedule any reservation at any time if the Community Room is needed for City business or otherwise becomes unavailable.
- The use of the Community Room by the public and non-profit organizations is provided by the City of Bothell as a community service. Permission to use the Community Room does not in any way constitute an endorsement by the City of Bothell of the Group, its activities, beliefs, mission, or mandate
- The City of Bothell and Bothell Police Department reserves the right to deny any reservation request or terminate any reservation if the City of Bothell believes that there is a risk or potential risk to the health or safety of the community, the City, or to any City officer, employee, agent, or volunteer. All Groups must comply with applicable City standards and not be in violation of any City ordinances or regulations. The City reserves the right to change or modify these rules, policies, and requirements at any time.

II. Contact and Reservation Information

Group/Organization Name (the "Group"):

Requested Date(s) up to six months in advance:

Contact First and Last Name (the "Reserving Individual"):

Contact Phone: _____

Contact Email: _____

Meeting Information – Purpose of Meeting:

III. Community Room Use Agreement

The Reserving Individual listed above, on behalf of the Group listed above, is entering into a Community Room Use Agreement with the City of Bothell for the use of the City's Community Room described above. The Reserving Individual hereby certifies that the information given in this application is current and correct. The Reserving Individual further affirms that they have the authority to both make this application and enter into this Community Room Use Agreement individually and on behalf of the Group and agrees that both the Reserving Individual and the Group will observe all of the Community Room Policies and Rules listed above.

The Reserving Individual, individually and on behalf of the Group, hereby agrees as follows:

I, individually and on behalf of the Group, agree to the Community Room Policies and Rules. I, individually and on behalf of the Group, accept FULL LEGAL LIABILITY for the above-described event, and will exercise due care in the use of the Community Room.

Initial ____

I, individually and on behalf of the group, am aware of and expressly assume all of the various risks of property damage, serious injury, and/or death associated with or arising out of the use of the Community Room.

Initial ____

In consideration for granting this request, and being fully aware of all of the risks, I, individually and on behalf of the group, hereby RELEASE the City of Bothell and its officials, employees, volunteers, and agents ("the Released Parties"), and AGREE TO WAIVE ANY RIGHT OF RECOVERY THAT I AND/OR THE GROUP, AS APPLICABLE, MAY HAVE, including the right to bring a legal claim, cause of action, or lawsuit for any property damage, bodily injury, death or other harmful consequences in any way arising out of use of the Community Room. I, individually and on behalf of the Group, understand that this release extends to all claims of any kind and every nature, known, unknown, suspected, or unsuspected, in any way arising out of or related to use of the Community Room.

Initial ____

I, individually and on behalf of the Group, agree to defend, indemnify, and hold harmless the Released Parties from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of the Community Room or from any activity, work, or thing done, permitted, or suffered by me or the Group in or about the Community Room or other City facilities, except only such injury or damage as shall have been occasioned by the sole negligence of the Released Parties.

Initial _____

I have read the Community Room Policies and Rules listed above and agree to all of the terms and conditions set forth above, on both my own behalf and on behalf of the Group:

Signature: _____ Date: _____

Name (Printed): _____

IV. Reservation Request and Processing

To request a reservation, please submit a fully complete form via email, fax, or delivery in one of the manners specified below:

Heather Hixson – Heather.Hixson@bothellwa.gov
or

Robin Schaefer – Robin.Schaefer@bothellwa.gov

Hand deliver to:
Bothell Police Department
Attn: Community Room
18410 101st Ave NE
Bothell, WA 98011

We are unable to make a reservation over the phone. A reservation will be considered once all paperwork is completed and received.