



City of Kirkland Parks & Community Services
KIRKLAND TEEN UNION BUILDING RENTAL GUIDE

348 Kirkland Avenue, Kirkland, WA 98033
 425-587-3370 | ktub@kirklandwa.gov | kirklandwa.gov/ktub

INTRODUCTION

Thank you for choosing the Kirkland Teen Union Building (KTUB) to host your event. This rental guide provides the essential information needed for you to make a rental reservation.

WHEN TO RESERVE

Reservations can be made up to nine (9) months in advance and a minimum of thirty (30) calendar days in advanced is required.

HOW TO CHECK AVAILABILITY

You can check availability in-person, via phone, or email.

RENTAL SPACES & AMENITIES

The Kirkland Teen Union Building provides several amenities, depending on the space being used. If not listed, renter is expected to bring their own equipment, supplies, etc. Restrooms and Wi-Fi is available. Renters are expected to use the Peter Kirk Municipal Parking Garage for parking purposes Monday – Friday if rental occurs before 4:00PM.

The Multi-Purpose Room & Café | Max Occupancy: 100

Amenities:

- 14, 6-foot rectangle folding tables
- 84 chairs with rolling cart
- Stage
- Fridge & Microwave
- Patio & Patio Furniture

Meeting Room / Classroom | Max Occupancy: 16

Amenities:

- 4 tables with 16 chairs
- Whiteboard & markers

RENTAL DAYS AND HOURS AVAILABLE

Day	Time
Monday – Thursday	9:00AM – 1:00PM 7:00PM – 11:00PM
Friday	9:00AM – 1:00PM 7:00PM – 12:00AM
Saturday	8:00AM – 12:00AM
Sunday	8:00AM – 11:00PM

Note: Select days and evenings may not be available due to community center programming.

Minimum Rental Hours

Day	Hours
Monday – Thursday	2 (Meeting Room & Classroom only)
Friday – Sunday	4

The Kirkland Teen Union Building is not available to rent on the following days:

Martin Luther King, Jr. Day	Thanksgiving Day
President’s Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
4 th of July	Day after Christmas
Last Week of August	New Year’s Eve
Labor Day	New Year’s Day
Veteran’s Day	

RESERVATION REQUIREMENTS

1. Renters must be 18 years of age or older.
2. Have an account on www.kirklandparks.net
3. Rental information, which includes:
 - Date & Time (includes set-up and clean-up)
 - Type of Event (description)
 - Attendance (max occupancy varies by room)
 - If alcohol (beer or wine) will be served. Additional requirements apply.
 - Payment (Visa, MasterCard, Check, or Cash)

FEES, DEPOSITS, AND PAYMENTS

Room	Kirkland Resident Fee	Non-Kirkland Resident Fee
Multi-Purpose Room & Café	\$125.00/hour	\$150.00/hour
Meeting Room	\$30.00/hour	\$40.00/hour
Classroom	\$30.00/hour	\$40.00/hour

Rental Fee

50% of the rental fee is due at booking. The remaining balance of the rental fee and damage deposit is due in full 60 days prior to the event date. For reservations made within 60 days of event date, 100% of rental fees and 100% of damage deposit is due immediately.

Damage Deposit

- **Multi-Purpose Room:** \$300.00 (no alcohol)
- **Meeting Room / Classroom:** \$50.00 (no alcohol)
- **Events with Alcohol (applies to all rooms):** additional \$200.00

The damage deposit is due in full 60 days before the event date. A damage deposit is required for the rental of the Multi-Purpose Room & Café. The City of Kirkland reserves the right to require a damage deposit (\$50.00) for other room rentals based on the nature of the activity. Damage deposits will be fully refunded if clean-up is acceptable, no damage is noted to the facility or equipment, and all policies have been followed. The renter must sign a Rental Checklist (provided by the Facility Attendant) before leaving the facility in order for the deposit to be returned.

CONFIRMING A RESERVATION

Once the waiver form, fees, and additional requirements are processed, a rental confirmation (including payment details) will be sent by email to the account address provided.

CANCELLATION & CHANGE POLICY

Cancellations must be made in writing (email is acceptable). Damage deposits are 100% refundable.

- Cancellations 61+ days prior to rental will receive a refund of 100% of rental fees minus a \$25.00 administrative fee.
- Cancellations 30 – 60 days prior to rental will receive a refund of 50% of rental fees.
- Cancellations 0 – 29 days will receive no refund of rental fees.

Changes are subject to a \$25.00 administrative fee. No changes to rental hours and/or dates are allowed less than 10 business days prior to rental. If a rescheduled rental is cancelled, original booking date is used with cancellation policy above.

ALCOHOL

If seeking approval to serve beer and/or wine (beer kegs and hard liquor are not allowed), additional requirements apply and are due 60 calendar days prior to your event date. The renter must:

- Post a signed Washington State Liquor Control Board Banquet Permit in the facility during rental. (<https://lcb.wa.gov/licensing/banquet-permits>) Please provide permit number.
- Have insurance (general liability coverage with host liquor liability, \$2m general aggregate, \$1m per occurrence with the City of Kirkland listed as additional insured).

Renters with alcohol disclosed can request more detailed instructions or visit www.kirklandwa.gov (search for *Insurance Purchasing Options*).

LICENSES, PERMITS, AND CATERING

Renters shall be responsible for obtaining and maintaining at no cost to the City of Kirkland, all

licenses, permits, and other authorizations required to legally conduct rental activities.

RENTER'S RESPONSIBILITY

- Applicant must be in attendance at the event and assumes responsibility for all activities conducted during the rental.
- Renter and guests only have access to the room(s) reserved on the rental agreement and for the times specified on agreement. Renter exceeding the rental time will be charged at double (two times) the hourly rate, which will be deducted from the deposit.
- Renter is responsible for setting up, taking down, and returning rental equipment (to their original location). All rooms must be left arranged as they were at the beginning of the rental. All food and decorations brought to the facility by the renter are to be removed by the end of the rental period.
- All decorations must be flame-proof or fire retardant. Decorations must be applied with masking tape only and may not be hung from light fixtures, ceiling, heat detectors, or emergency lights. Helium balloons must be secured and not allowed to float freely.
- None of the following are allowed: candles or open flames, rice, birdseed, glitter, or confetti, whether inside or outside of the building. Any infractions will result in full loss of the damage deposit.
- Smoking and vaping are strictly prohibited in and outside of the building and in Peter Kirk Park.

CITY CODES, POLICIES, AND ORDINANCES

All City of Kirkland codes and ordinances are in effect and enforced at all City of Kirkland facilities. Regulations govern sound and noise levels, pets, animals, parking, vehicle access, etc. ... per the City of Kirkland Municipal Code and Chapter 11.80 Park Rules. During the rental of city facilities, renter agrees to comply with all local, state, and federal non-discrimination laws, regulations, and policies.

The following activities are prohibited:

- Sound may not be amplified or travel beyond 50ft of its origin for private events.
- Dunk tanks, pony rides, fog/smoke machines, trackless trains, inflatables (bouncy houses, hamster ball, and bubble soccer), and laser tag are activities not permitted in any facility or park for private functions.
- Business use of a park requires a formal contract with the City of Kirkland and is not an option through the Facility Use Permit process.
- Solicitations and advertising are not allowed.