



BOY SCOUTS OF AMERICA®

PACIFIC HARBORS COUNCIL

Tumwater Training Center Use Application

All building use applications require, in addition to rental fees, a damage deposit in the amount of 50% of the rental fees. To claim a refund of the deposit, please request it in writing from the Tumwater Training Center at 1760 Barnes Blvd. SW, Tumwater, WA 98512. Requests can also be emailed to Council customer service staff.

A partial or full refund of the deposit will be granted at the discretion of Pacific Harbors Council. **The facilities must be left clean, locked, and secured in order for the deposit to be returned. Include your signed Closing Checkout section (see reverse) in your request if your rental ends outside the Council Office or Tacoma Scout Shop hours of operation.**

In order to confirm your reservation, Pacific Harbors Council requires the following:

- A Building Use Application form filled out and on file
- Payment of all fees, including the deposit

Visit the Council Office during its regular business hours (10AM to 7PM, Monday through Thursday closed 2pm to 3pm for lunch) to collect the guest building key and your guest four-digit security code.

No reservation is complete until all items are submitted. All fees must be paid at least **10 business days** in advance for guaranteed use of the facility. **Cancellation of a reservation with less than 10 business days' notice will result in forfeiture of the deposit.**

Users are responsible for the repair/replacement costs of any damage caused by the user. Cleaning will be charged \$35 per hour. If cleaning requires more than your security deposit covers, you will be charged for the additional cleaning time.

Scout Unit or Group Attending _____

Today's Date _____

Leader Contact _____

Daytime Phone _____

Address _____

City _____ State _____ Zip _____

Estimated Number of Participants: Youth _____ Adults _____

Rental Start Date/Time _____ Rental End Date/Time _____

| Building Facilities Being Reserved | Rental Fee |
|------------------------------------|------------|
| | |
| | |
| | |

I have read the Building Use Guidelines on the back of this form and agree to abide by them.

I have read and understand the alarm system instructions and further understand that if a "false alarm" fee is incurred,

I will be responsible for the \$97 fee.

| | |
|------------------------------|--|
| Subtotal | |
| Deposit | |
| Total Rental Fee Owed | |

Signature _____ Date _____



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Building Use Guidelines

Closing Checkout checklist

- 1. Tables and Chairs returned to their positions _____
- 2. Floors swept and clean _____
- 3. All external doors closed and locked _____
 - a. Main Entrance – 2 doors _____
 - b. 1st Floor - 1 door _____
 - c. 2nd Floor - 1 door _____

I have ensured the facility is closed in the manner described on this worksheet.

Signature _____ Date _____

1. The rules for use of Scout properties are based on the Scout Oath and Law.

- a. Help your Scouts respect the rights of others.
- b. Leave the building cleaner than you found it.
- c. No smoking in buildings or around youth.
- d. Alcoholic beverages and controlled substances are not allowed on scout outings or properties.

If you experience any trouble with the facility, call Chip Schwarze 208-589-8888.

Please return your keys to the front desk during our regular business hours within 48 hours of your event.

2. Supervision of youth is required for their safety.

3. Please leave the building as follows:

- a. Any tables removed from another room or from storage should be returned there.
- b. All chairs should be put away in the closet on chair caddies. If chairs were borrowed from another room, return them there.
- c. The floors should be swept and clean.
- d. The doors must be locked.