

**RULES GOVERNING USE OF
DAVID F. ALLMENDINGER CONFERENCE CENTER
FOR RECEPTIONS AND PARTIES (Quinceiras/Baptisms)**

The following rules govern use of the D.F. Allmendinger Conference Center. By signing, you agree to comply with these rules and to accept financial responsibility should any damage or other incidents occur.

**MAXIMUM CAPACITY FOR RECEPTIONS/PARTIES ~ 150
TABLES & CHAIRS AVAILABLE FOR 125**

(effective Jan 1, 2009)

GENERAL USE

1. Request the specific rooms or area you will need and for the specific time period you will need it. Include time for set-up and clean-up. Others may have reservations for the following time period, so it is important that you vacate the area on time. Coming in early to set-up/decorate is not allowed unless that time has also been reserved. If that time is not reserved, there is no assurance that time will be available to you.
2. The entire Allmendinger Center is a **no smoking** facility. Receptacles for cigarette butts are provided outside the building. Any cigarette butts left on the grounds must be picked up.
3. Renter must provide a person at the Entry throughout the event to inform staff of uninvited guests. Only invited guests are allowed entry into the Center.
4. **Children must be attended to at all times and not allowed to wander around the campus or through flower beds.**
5. **No weapons or drugs allowed on the WSU Campus.**
6. Adequate lighting must be maintained to allow visibility throughout the Center during the event. WSU Staff will control the lighting.
7. Renter agrees to pay for 2 police officers (off-duty Puyallup Police Officers) and 2 additional WSU Staff members for the entire duration of the event. (Approximate cost is \$77.00 per hour per police officer (4 hour minimum) and \$25 per hour for WSU staff. These rates are subject to change without notice up to the day of the event.
8. WSU Staff will monitor entry and exit points.
9. Guests will be allowed to enter and exit through main entrance doors only.
10. No re-entry after 9 pm. Party must end by 11 pm and the building cleaned and vacated by 12 midnight.
11. You are responsible for cleaning the facility rented. This includes sweeping up all debris and mopping up any spills should they occur. Bathrooms should also be cleaned of paper or other debris on the floors. Please check that no articles of clothing or personal belongings have been left behind.

12. Linens, cooking utensils, dishes and silverware are not provided. You must supply your own. Garbage **must be bagged, tops secured and placed in dumpsters on the north side of the building.** There is no garbage disposal in the sinks, the sink strainer should be in place at all times.
13. Throwing of bird seed, rice, confetti, etc. is not allowed inside or outside of the building. You are responsible for policing the outside of the building and parking lot for debris which may have been created by your group. Confetti (sparkles) are allowed for table decorations, however, you will be responsible for cleaning it up (especially the floor).
14. Participants of rental groups are **not allowed** in any other place on WSU property except in the immediate vicinity of the Allmendinger Center and lower parking lot. Children are to be supervised at all times and not allowed to climb on rock walls, fountain area, bridge, or roam about the campus. (Flower beds are off-limits)
15. Political signs or other advertising is not allowed on WSU property. You may put them inside the building during your event, but they must be removed immediately following.
16. A telephone is located in the kitchen area and accepts only local calls, Puyallup, Sumner, Tacoma areas. You must first enter 9 and then the local number. Credit calls may be placed by entering 9-0 (Operator).
17. Keys to the Allmendinger Center must be checked out from the Administration Office prior to the event. For weekend events, keys **must be picked up on Friday, before 4:30 pm.**
18. Keys must be returned by noon the following day or by noon on Monday, following weekend events.
19. The speed limit on WSU Puyallup property is 15 mph. **Parking is limited to the lower parking area. Guests are not to park on the upper east side of the building.**
20. Groups using facilities during the evening are expected to **vacate no later than 12 midnight** unless rent is paid for additional hours in advance.
21. You must provide all your own sound equipment, such as, microphones, speakers, etc. The TV, VCR, AV equipment room and sound system **are not available** . All electronic equipment in the building is for WSU use only.

FACILITIES/FURNITURE ARRANGEMENT

22. **Do not move any of the dividing partitions, under any circumstances.** (If your group is renting/using more than one room, request in advance to have the partitions moved.)The back wall is permanent and not movable.
23. Furniture may be moved around, but must be replaced to the original set up as when you entered the facility. Pictures are on the walls as to the set up. Also, refer to the diagram given. **NO FURNITURE IS TO BE REMOVED FROM THE BUILDING. TABLES AND CHAIRS ARE NOT ALLOWED OUTSIDE OR IN THE LAWN AREA.**
24. Do not use tape or use other sticky substances to post materials or decorations on the inner walls; doing so often damages the walls. Do not drive nails or tacks into beams, walls or any other woodwork. Do not attach anything to overhead fan motors or fan blades.

FOOD AND BEVERAGES:

- 25. **Renter provides all alcohol. Guests may not bring in their own alcohol. All alcohol must be served from a specified bar area to be determined by the WSU Staff.**
- 26. Use of alcoholic beverages requires a temporary banquet permit issued by the Washington State Liquor Control Board and permission from the WSU Puyallup Director. A copy of the banquet permit must be taken to the Administration Office before obtaining a key, then it must be posted in a conspicuous place during the event. (Permits are available from the local liquor store 2 weeks in advance of the event.) **Drinking is not allowed outside the building.** (Persons under age 21 prohibited from drinking any alcoholic beverages.)
- 27. There is a coffee-maker in the kitchen which may be used or you may bring your own equipment. If you choose to use our coffee-maker, it must be emptied and left in a clean condition, including the basket and stem. Make sure the basket and stem are put back inside the coffee-maker after thorough cleaning. You must supply your own coffee.

FINANCIAL RESPONSIBILITY

- 28. You agree to be financially responsible for the cost of repairing any damage done to the facility, equipment or its furnishings during your use period and /or any cleaning of the facility if it is not cleaned properly. Damage deposit will be returned via mail following event if left clean and no damage occurs.
- 29. You agree to hold WSU and WSU personnel guiltless of any liability should accidents or injuries occur while using the facilities and the parking lot.
- 30. Be sure the lights are off, and doors have been closed and locked. And Entrance Gate or Chain in place.

I have read the complete rules and regulations of the D.F. Allmendinger Center and hereby agree to abide by the rules as stated.

Price Quoted: \$ _____
Extra set-up fee \$ _____
Police Fee \$ _____
WSU Staff fee _____

Deposit Quoted: \$ _____

Type of Event _____

Date of Event: ___ / ___ / ___

Hours Reserved: _____

Your Name (print): _____ Organization Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Signature: _____

Phone: (wk) _____ (hm) _____ (cell) _____

PLEASE RETURN SIGNED ACKNOWLEDGEMENT OF RULES & REGULATIONS TO:

**WSU Puyallup, DFAC
2606 W Pioneer
Puyallup WA 98371-4998
Phone: (253)445-4554**

Make checks payable to: WSU Puyallup - DFAC

Cancellations: 90 days in advance or deposit will be forfeited