

VAUX RETREAT CENTER AT BAKERVIEV PARK



RENTAL INFORMATION

Mount Vernon Parks & Recreation
1717 South 13th Street
Mount Vernon, WA 98274
(360) 336-6215 / mvparks@mountvernonwa.gov
www.mountvernonwa.gov

Vaux Retreat Center Rental Information

This building located at the corner of Bakerview Park is the perfect place for meetings, staff retreats, family reunions and small events scheduled for 25-30 people. Larger groups could be accommodated with outdoor use. There are approximately 6 six foot banquet style tables, 4 sixty inch diameter round tables and 48 folding chairs.



Damage Deposit and Key Check-Out

Damage deposits must be paid no later than one week prior to your event date, during regular business hours in the Administration Office at Hillcrest Park. Office Hours are Monday through Thursday 8:00am to 5:00pm and Friday 8:00am to 3:30pm. **If your damage deposit is NOT paid prior to a weekend event, your rental fee will be forfeited and you will not be able to rent the Vaux Retreat Center on the day of your scheduled event.** The Vaux Retreat Center Caretaker and Weekend Supervisor will not accept damage deposit payments. Damage Deposit must be paid before set-up and key pick up. If the damage deposit is paid less than 30 days prior to the event: only cash, money order or cashiers check will be accepted. There are **NO** exceptions to this rule. If user pays damage deposit 30 days or more prior to the event, then personal checks will be accepted. We do not accept credit card payments for damage deposit payments.

Keys are available in the Administration Office at Hillcrest Park. Office hours are 8:00am - 5:00pm Monday through Thursday and 8:00am to 3:30pm on Friday. If your event is on a Friday, Saturday, Sunday or a holiday, you **MUST** obtain the keys during regular business hours on the last business day prior to your event. Your damage deposit must be paid in order to receive keys for the Vaux House. Keys must be turned in to the drop box or the Facility Supervisor at the completion of your event.

CLEANING THE FACILITY

Renters are responsible for cleaning the room(s) in accordance with the supplemental "Vaux Retreat Center Rental Responsibilities." Rental groups are responsible for storing all tables and chairs back on the storage racks. All garbage is to be removed from the facility at the conclusion of your event. Any cleaning and/or repairs that requires staff time and materials will be deducted from the damage deposit and/or charged to the rental group. If a rental group exceeds the time reserved which is **no later than 10:00pm** there will be charges for additional time and fees will be deducted from the damage deposit. Failure to follow the Vaux Retreat Center Rental Responsibilities may result in forfeiture of the damage deposit and/or additional charges and could also result in denial of future rental use.

REFUND OF DAMAGE DEPOSIT

Damage deposits are 100% refundable as long as the following conditions are met:

1. The rooms and adjacent facility (including outside) are left in a clean and orderly manner per the Vaux Retreat Center Rental Responsibilities.
2. Use of the room does not exceed the scheduled time (10pm).
3. All equipment is accounted for and undamaged.
4. Additional staff time is not required to clean the facility. If the facility is left unclean a minimum charge for each staff person needed to clean the facility will apply.
5. Garbage is picked up and damage to the building, yard, patio or parking lot areas has not occurred.
6. All rules/guidelines governing noise and alcohol consumption as stated in the alcohol information section are met.
7. All rules/guidelines governing rental usage of the Vaux Retreat Center are met.

If these conditions are not met to the satisfaction of the staff, an appropriate fee will be deducted from the damage deposit. If necessary, rental groups will be charged to cover any additional cost. Please allow two weeks for the damage deposit to be returned via U.S. mail.

DIRECTIONS TO BAKERVIEW PARK FROM I-5

- (From Southbound)** Take the College Way/WA-538 E exit –EXIT 227
Turn left onto WA-538/W College Way
Turn right onto N. 30th Street
Turn left onto E Fir Street
- (From Northbound)** Take the Kincaid St/WA 536 W exit- EXIT 226
Keep right at the fork to go on Broad Street
Turn left onto S. 15th Street
Turn right onto E Fir Street

The physical address for the Vaux Retreat Center is:

3011 East Fir Street
Mount Vernon, WA 98273

VAUX RETREAT CENTER **RENTAL RESPONSIBILITIES**

This facility must be cleaned & vacated at the end your contracted rental time

All music must be turned off by 9:00 p.m. Monday - Thursday and 10:00 p.m. on weekends
(There are no exceptions to this rule).

1. The retreat center and surrounding area (i.e., back yard, parking lot) must be cleaned and all items removed from the premises at the end of your contracted rental time.
2. Pick up all garbage (extra bags located in storage room) from interior of building and surrounding grounds (i.e., back yard, parking lot). Secure the bags and place in the dumpster located in the southwest corner of the parking lot.
3. Wipe down tables and chairs and return them to the garage in designated area.
4. If you have rented the barbeque turn off propane and clean after use.
5. Wipe down all kitchen surfaces including insides of microwave and oven (cleaning supplies located in supply room).
6. Sweep tile floors and mop vinyl floors (brooms, mop, mop bucket and cleaning supplies located in supply room).
7. Vacuum carpets with vacuum stored in the garage. Return vacuum to the garage after use.
8. Check fireplace. **Make sure the fire is put out** and the door is secured and closed tightly
9. Turn thermostat down to 60 degrees before leaving.
10. Turn off stove and all lights.
11. Close and lock all doors and windows.
12. At the end of your rental please return keys to the drop box located at Hillcrest Park or to the caretaker if present.

MOUNT VERNON PARKS AND RECREATION CONTACTS

For the Vaux Retreat Center

Monday – Thursday 8:00 a.m. to 5:00 p.m.
& Friday 8:00 a.m. to 3:30 p.m.

Main Parks and Recreation Office

336-6215

Monday - Thursday after 5:00 p.m., Friday after 3:30 p.m.,
AND Weekends and Holidays

Daniel Salas, Caretaker

424-9642

Weekends & Holidays Parks Employee
7:00a.m.-5:00p.m.

Steve Rutledge, Weekend Supervisor

661-4186

If you are unable to get a hold of anyone above and you have an emergency, please contact:

James Weppler– Operations Supervisor

661-2030

In case of an emergency call # 911.

Chapter 9.22

CONSUMING LIQUOR IN PUBLIC PLACE

Sections:

- 9.22.010 Public place defined – Exemptions.
- 9.22.020 Prohibitions.

- B. Upon a second violation, a fine of \$100.00.
- C. Upon a third violation, a fine of \$250.00 (Ord. 2620 § 1, 1994; Ord. 2579 § 1, 1994; Ord 2416 § 1, 1990).

9.22.010 Public place defined – Exemptions.

A. As used in this chapter, "public place" includes streets and alleys of the city; state or county highways or roads; buildings and grounds used for school purposes; public dance halls and grounds adjacent thereto; those parts of establishments where beer may be sold under this title, soft drink establishments, public buildings, public meeting halls, lobbies, halls and dining rooms of hotels, restaurants, theaters, stores, garages and filling stations, which are open to and are generally used by the public and to which the public is permitted to have unrestricted access; railroad trains, stages, and other public conveyances of all kinds and character, and depots and waiting rooms used in conjunction therewith which are open to unrestricted use and access by the public; publicly owned bathing beaches, parks, and/or playgrounds; and all other places of like or similar nature to which the general public has unrestricted right of access, and which are generally used by the public.

B. It is the intent of the council that "public place" does not include Hillcrest Lodge or the gazebo associated therewith, or the Skylight Room at Hillcrest Park, or Sherman Anderson Field, or Edgewater Park with an appropriate permit from the State Liquor Control Board, when such facilities are leased, rented or assigned to private parties, groups or organizations which do not open such facilities to unrestricted use and access by the general public. (Ord. 2416 §§ 2, 3, 1990).

9.22.020 Prohibitions.

Except as permitted by RCW Title 66, as it now exists or as it may hereafter be amended, no person shall open a package containing liquor or consume liquor in a public place. Any person who violates any provision of this section shall have committed a civil infraction. Procedures for issuance of a notice of infraction and the processing thereof in the courts shall be as set forth in the Infraction Rules for Courts of Limited Jurisdiction as now or hereafter promulgated by the Washington State Supreme Court.

Penalties for violation shall be as follows:

- A. Upon a first violation, a fine of \$50.00.

Chapter 9.28

NOISE

Sections:

- 9.28.010 Intent.
 9.28.020 Unlawful acts designated.
 9.28.030 Violation - Penalty.

9.28.010 Intent.

It is declared to be the policy of the city to minimize the exposure of citizens to the harmful physiological and psychological effects of excessive and unnecessary noise. It is the express intent of the city to control the level of noise in a manner which promotes commerce; the use, value and enjoyment of property; sleep and repose; and the quality of the environment. The ordinance codified in this chapter should be construed consistent with this intent. (Ord. 2171 § 1, 1985).

9.28.020 Unlawful acts designated.

It is unlawful for any person to cause, or for any person in possession or control of property to allow to originate from the property, sound that is a public disturbance noise. The following sounds or acts are determined to be public disturbance noises or acts producing public disturbance noises:

A. Operation of a motor vehicle, whether or not licensed or equipped for use on a public highway, which is not equipped with a muffler in good working order and in continuous operation;

B. Operation of a motor vehicle in such a manner as to intentionally cause, or allow to be emitted, squealing, screeching, or other such sound, from the tires in contact with the ground because of rapid acceleration, intentional and unnecessary braking or excessive speed around corners or other such reason; provided, that sound resulting from emergency braking or emergency evasive action to avoid imminent danger shall not be considered a public disturbance noise;

C. Operation off of any improved public highway, street or alley of any motorcycle, or any motor vehicle intended for off-road use, or any motor vehicle not licensed for use on public highways, where the noise therefrom is clearly audible in or on any residential property;

D. The frequent, repetitive or continuous sounding of any horn or siren attached to a motor vehicle, except as a warning of danger or as specifically permitted or required by law;

E. Using or operating any mechanical or electronic device or loudspeaker in a fixed or movable position exterior to any building, or mounted upon

a motor vehicle, aircraft, or boats for commercial or business advertising purposes or for the purpose of attracting attention to any performance, show or sale or display of merchandise, where the sound therefrom may be heard upon any public street, park, or place; provided, that nothing in this chapter is intended to prohibit incidental sounds emanating from a sporting or entertainment or public event; provided further, that ice cream or vegetable vendors whose sole method of selling is from a moving vehicle, shall be exempt from this provision from the hours of 7:00 a.m. to 8:00 p.m. so long as the level of noise is not unreasonably loud;

F. Owning, keeping, possessing or harboring any animals which by frequent or habitual howling, barking, crowing or other noise making can be heard in a residential zone except R-A zones; provided, that nothing in this chapter shall be construed to limit the applicability of MVMC 6.04.080;

G. The erection, including excavation, demolition, alteration or repair of any building other than between the hours of 7:00 a.m. to 9:00 p.m. on weekdays and 8:00 a.m. to 9:00 p.m. on weekends, except in case of urgent necessity in the interest of public safety and convenience, and then only by written permission of the building official or city engineer;

H. The use, operation or permitting to be used, played or operated any radio receiving set, musical instrument, phonograph, or other machine or device for the producing or reproducing of sound, including audio equipment in motor vehicles, and including portable audio equipment such as those devices commonly known as "boom boxes," in such a manner as to unreasonably disturb the peace, quiet and comfort of the neighboring inhabitants or at any time with louder volume than is necessary for convenient hearing for the person or persons who are in the room, vehicle or chamber in which such machine or device is operated and who are voluntary listeners thereto. To unreasonably disturb the peace, quiet and comfort of the neighboring inhabitants shall include, but not be limited to the operation of any such set, instrument, phonograph, machine or device in such a manner as to be plainly audible at a distance of 50 feet from the building, structure or vehicle in which it is located or which can be plainly heard in any other structure or building when the doors and windows of such other building or structure are closed, provided, however, that nothing herein shall prohibit such sounds at or from a wedding, reception, party, musical or theatrical performance or other similar event where a permit therefor has first been

obtained from the director of the parks department, and subject to such conditions and restrictions as the parks director shall designate;

I. Operation of any power lawn mower, power snow remover or blower, chain saw or other powered equipment used in temporary or periodic maintenance or repair of residential property or grounds, except between the hours of 7:00 a.m. to 9:00 p.m. on weekdays and 8:00 a.m. to 9:00 p.m. on weekends;

J. Maintaining or possessing any bells, chimes or carillons which operate or make noise plainly audible in or on neighboring residential property for a period longer than five minutes in any one hour;

K. The operation of any aircraft for the purpose of take-off or landing where the noise therefrom is clearly audible in or on any residential property, whether or not such aircraft are regulated by the Federal Aviation Administration or other federal law, and including those aircraft commonly referred to as "ultralights";

L. The making of any sound or speaking or crying of any words with the unamplified human voice which is plainly audible at a distance of 50 feet or which can be plainly heard in any structure or building when the doors and windows are closed. (Ord. 2651 § 1, 1995; Ord. 2189 § 1, 1985; Ord. 2171 § 2, 1985).

9.28.030 Violation – Penalty.

Any person, firm or corporation who violates any of the provisions of this chapter shall have committed a civil infraction. Procedure for issuance of a notice of infraction and the processing thereof in the courts shall be substantially as set forth for traffic infraction pursuant to the justice court traffic infraction rules as now or hereafter promulgated by the Washington State Supreme Court. Penalties for violation shall be as follows:

- A. Upon a first violation, a fine of \$50.00;
- B. Upon a second violation, a fine of \$100.00;
- C. Upon a third or subsequent violation, a fine of \$150.00. (Ord. 2171 § 3, 1985).

Chapter 9.29

TRAINS

Sections:

9.29.010 Obstructing or delaying a train.

9.29.010 Obstructing or delaying a train.¹

Every person who shall willfully obstruct, hinder or delay the passage of any car lawfully operated upon any railway shall be guilty of a misdemeanor. (Ord. 2881 § 8, 1998).

1. See RCW 81.48.020.



**MOUNT VERNON PARKS AND RECREATION
DAMAGE DEPOSIT CHECKLIST
VAUX RETREAT CENTER**

	Condition In	Condition out
1. Tables and chairs cleaned and put away in garage		
2. BBQ cleaned and turned off, if rented		
3. Garbage put in dumpster located in parking lot		
4. Kitchen area cleaned including inside of oven and microwave		
5. Refrigerator and freezer checked and items removed		
6. Restrooms cleaned and mopped		
7. Outdoor area including yard and parking lot, clean and damage free		
8. Tile floor swept, vinyl floor mopped		
9. Fireplace door shut and secured tightly		
10. Vacuum carpets and return vacuum to garage		
11. All windows and doors locked	N/A	
12. Lights turned off	N/A	
13. Heat turned down to 60 degrees	N/A	
14. Damages or breakages to report (describe below)	N/A	
15. Were the police contacted for any reason (explain below)	N/A	

Renter Signature at check-in: _____ **Date:** _____

Notes upon check-in: _____

Renter Signature at check-out: _____ **Date:** _____

Renter has given VRC keys to VRC monitor Renter will put keys in drop box at Hillcrest Park tonight

Notes upon check-out: _____

Administrative use only:

Renter: _____	Date _____	Contract # _____	Damage _____
Group time in: _____	Group time out: _____	Monitor time in: _____	Monitor time out: _____
Monitor Signature: _____	Date: _____		

**Washington Cities Insurance Authority
Tenant User Liability Insurance Program**

Instructions for obtaining a quote and/or insurance are as follows:

1. Access the site at www.ebi-ins.com/tulip.
2. User enters facility ID code. See the attached spreadsheet for your specific facility ID code.*
3. The user answers questions about the event.
4. The user then clicks on "Quick Quote" for the cost of the insurance,
5. If the tenant elects to purchase the insurance they fill in user (the insured) and contact information. The transaction is completed with a credit card on-line.
6. In a matter of minutes (after credit card approval) an insurance certificate will be emailed to the user (contact information email address) and to the WCIA member email address specified on the attached spreadsheet.

*If facility ID code is misplaced user may click on "**If you do not know the facility ID then click here**". Next use the drop down list to select "**Washington Cities Insurance Authority**" as the facility name. Scroll down it is at or near the bottom. Then select the appropriate location from the drop down list. It is in order by City name first.

Access to the program is only available on-line and payment must be by VISA or MasterCard.

Other Insurance:

If you choose to go through another company to try and purchase insurance for your event, the following must be included:

- 1) **City of Mount Vernon, 809 Cleveland, Mount Vernon WA 98273** must be listed as an additional insured.
- 2) General Aggregate - \$2,000,000
- 3) Each Occurrence- \$1,000,000
- 4) Host Liquor or Liquor Liability coverage
- 5) The Parks Department must have a copy of the insurance certificate showing these requirements, as well as a **copy of the endorsement for the certificate.**

The Mount Vernon Parks and Recreation Department must have a copy of the insurance certificate and endorsement no later than one week prior to your rental. Failure to provide proper insurance documentation at least one week prior to your event may result in forfeiture of your rental.