

Hal Holmes Community Center

209 N Ruby St.
Ellensburg, WA 98926

Phone: (509) 962-7240 Fax: (509) 962-7114

Email: holmesevents@ci.ellensburg.wa.us

Website: www.halholmes.org

Conditions of Rental

By completing this reservation, you are agreeing to the following terms of use and the Holmes Center Ordinance (Ellensburg Municipal Code Ch 2.36).

PAYMENT:

All payments, except governmental agencies, must be made 10 days prior to the event. Past due reservations will be cancelled.

CANCELLATION AND RESCHEDULING:

Rented days, hours, rooms, goods and services may only be canceled 10 business days or more before an event. Events that cannot be canceled may be rescheduled to the next available date, or to any date within 10 business days of the original.

CUSTOMER RESPONSIBILITIES:

The Hal Holmes Center is a NO ALCOHOL facility.

Leave the room and equipment as clean as it was before the event. Cleaning kits are available in the Kittitas Room, on the stage and in the kitchen.

Take out garbage generated by the event. Dumpster is located across the alley on the back side of the building.

If tape is required, use blue painters' masking tape only. Do not use tape of any kind on the floor.

Do not drive nails or pins of any kind into any surface.

Adult supervision required for groups under 18 years of age at one adult per 20 children.

Please let us know 10 days prior to your event if an ADA accommodation is needed

SCHEDULING CONFLICT POLICY:

While every attempt is made to insure the room you have rented is the room you will receive, Hal Holmes reserves the right to switch rooms based on situational need.

BUILDING ACCESS:

The timing of your event (access during unstaffed hours) may require the staff to issue you a key. A key drop is located outside the Holmes Center office. Keys not returned will incur a fine for rekeying the auditorium. Ellensburg Police Officers & Holmes Center and Library staff may access any part of the Holmes Center at any time during events.

ARRIVAL AND DEPARTURE:

Access to the room is only available during the times you have reserved. If more time is needed, contact the Holmes Center Scheduling Office as soon as possible to check availability. The Holmes Center closes at 11:00pm Monday-Saturday and 5:00 pm on Sundays. Customers and guests must vacate the building prior to that time.

EVENT DATE(S):

To verify your reservation see our online calendar at www.halholmes.org

I understand that this is a binding agreement. I accept personal responsibility for any and all charges incurred by this activity. I agree to indemnify, defend and hold the City of Ellensburg, its' officials, employees and agents harmless from and against any injuries, death, damage and liabilities arising from my negligent or wrongful use of the facilities.