

CITY OF BOTHELL / McMENAMINS

COMMUNITY ROOM GENERAL USE INFORMATION

MCMENAMINS ANDERSON SCHOOL

18607 BOTHELL WAY NE

BOTHELL, WA 98011

Welcome and thank you for your interest in reserving the Community Room at McMenamins located at the Anderson School. We hope this information will be helpful as you reserve your usage time.

HISTORY:

When the City of Bothell and McMenamins agreed to a purchase and sale agreement for the former Anderson School in Bothell, one stipulation of the sale was that McMenamins would provide a Community Room for use by Bothell residents at no charge. The result is the Community Room at McMenamins, which residents who reside within the City limits of Bothell can utilize for no cost.

WHEN CAN YOU MAKE A COMMUNITY ROOM RESERVATION?

The Community Room can be reserved up to (3) three months in advance.

Groups and individuals can reserve the room two times in the three month period (quarter). The community room can be reserved with no limitations if reserved no more than one week in advance.

HOW MANY PEOPLE WILL THE COMMUNITY ROOM ACCOMMODATE?

Maximum occupancy is 35.

Rental Times for the Community Room:

Monday – Thursday	7 a.m. – 11 p.m.
Friday	7 a.m. – 5 p.m.
Saturday	7 a.m. – 11 p.m.
Sunday	7 a.m. – 11 p.m.

RENTAL POLICY HIGHLIGHTS

- Please plan ahead when scheduling your event. All hours booked must be consecutive. When booking your event you must include enough time for set-up and clean-up.
- All user applicants must be 18 years of age or older and must either be present during the entire rental use of the facility or designate a responsible person 18 years of age or older to oversee the clean-up and check out process. If alcohol is served, responsible person must be at least 21 years of age.
- The person signing the agreement will be considered the responsible party in case of damage, theft or disturbance, including conduct of guests, during facility use.
- Only the time period specified on the agreement will be available for use on the day of your event.
- Food and drink are available from McMenamins. Personal sack lunches are okay.
- No alcohol can be brought from outside the McMenamins facility into the Community Room. Alcohol must be provided by McMenamins.

- **For Catering and/or Liquor sales for your event, please contact McMenamins Catering at 425.398.0127**
- Children must be supervised at all times.
- Please do not leave personal items or belongings unattended. McMenamins is not responsible for lost or stolen items.

FEES

No fee's, the room is available at no charge to anyone who resides within the Bothell City limits.

Changes or cancellation or Reservations

- To cancel on the day of your reservation, call McMenamins Front Desk directly at 425.398.0122
- One or more days in advance, contact McMenamins Sales Office at 425.398.0127.
- Changes are subject to facility availability.

TABLES, CHAIRS, AND EQUIPMENT

FACILITY USERS ARE RESPONSIBLE FOR ALL SET-UP AND CLEAN-UP. Standard set up is 4 60" round tables, 35 chairs, and 2 8' tables. Tables and chairs can be configured as needed. If a different set up is required, a \$50.00 reset fee will be assessed. All items including personal belongings and rental items must be removed at the end of the rental time. The Community Room can accommodate up to 35 guests seated at rounds or classroom seating, or about 22 guests at a closed square.

CLEAN-UP and CHECK OUT:

Clean-Up

- Your reservation needs to take into account the time it will take to clean the room.
- The facility user is responsible for cleaning the room.
- Cleaning supplies and equipment will be provided
- Clean-up shall include:
 - ✓ Removal of all trash and recycling and placing it in containers provided
 - ✓ Sweeping/Vacuuming - cleaning the floors
 - ✓ Cleaning of tables and chairs
 - ✓ Returning Tables and chairs to the original configuration

Check In

- Prior to the time of your event, please report to the hotel front desk, located adjacent to the main restaurant. In exchange for the key to the space, personal identification must be left with McMenamins staff during your use of the community room and will be returned after check out and key return.

Check Out

- To help ensure the ability to reserve the room in the future, McMenamins staff must receive the completed and signed Check Out – Checklist Form at the conclusion of the rental. Simply leave the room in the same shape you found it, clean and useable for the next guest.

