

Creighton Scouting Headquarters 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 Creighton Service Center at 4802 S 19th St, Tacoma, WA 98405. Requests may be mailed, faxed to 253-759-5708, or 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 (9AM to 5PM, Monday through Friday) 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 _____

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. Kitchen – 1 door _____
 - b. Great Room – 2 doors _____
 - c. Breakout Room – 1 door _____
 - d. Main Entrance _____
- 4. Security System activated _____

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.
- 2. Supervision of youth is required for their safety.
- 3. Please leave the building as follows:
 - a. The great room wooden tables should be centered on their respective carpets, surrounded by a wooden chair on each of their four sides.
 - b. Other tables found in the great room and breakout room should be returned to their original positions.
 - c. Any tables removed from another room or from storage should be returned there.
 - d. All chairs should be put away in the closet on chair caddies. If chairs were borrowed from another room, return them there.
 - e. The floors of the kitchen and great room should be swept and clean.
 - f. The doors must be locked and the alarm set following the Security System Instructions to the right, unless either the Council Office or Tacoma Scout Shop is open.

ALARM SYSTEM INSTRUCTIONS

WHEN ENTERING THE BUILDING:

When entering, you will hear a quiet beeping. You have 60 seconds to enter your temporary, four-digit code. The beeping will stop and the message board will read, "No alarm history." At that point you may unlock the front doors with the hex key found hanging on the nearby wooden pillar. You now have access to all public areas of the building.

WHEN LEAVING THE BUILDING:

Check to see if any employees are in the building. If the building is empty apart from your party, activate the security system as follows.

Secure all doors after all other persons are outside of the building. Relock the two front doors with the hex key.

With the front door closed and locked, press either the < or > key. If any message regarding a "zone open" appears, check the doors again. If the system reads "Enter four-digit code to arm system," do so. You now have 60 seconds to leave the building. Once the door closes behind you, check quickly to ensure it is locked.

If you experience any trouble with the facility, call Duc Button 425-350-9602 or Tracy Kapelski 253-230-0297.

Please return your keys to the font desk during our regular business hours within 48 hours of your event. Your temporary code will be deactivated on the next business day following your event.