



LEAVENWORTH FESTHALLE CIVIC CENTER – COMMUNITY DAY POLICY

I. General Policy Statement:

The purpose of the Leavenworth Festhalle is:

1. To encourage both separate and intergenerational activities involving youths, adults and seniors;
2. To provide a multi-purpose center for residents of Leavenworth; Chelan County and neighboring communities;
3. To create and maintain a friendly “Community” environment for Leavenworth residents;
4. To provide opportunities for the public to use space for community events and private functions, including, but not limited to, business conventions, community concerts, festivals, special events, performing visual arts, fund-raising, weddings, or family reunions;
5. To generate revenues, through user fees, that offset building operating expenses and provide for other services that are authorized by the City.
6. To create a venue for activities that will encourage and promote the economic future of Leavenworth.

II. Definitions:

Several terms used throughout this policy as defined:

1. “Applicant” refers to individuals or groups reserving a facility and completing and signing an application for use and/or submitting a “Community Day Request Letter”.
2. “Community Day Request Letter” refers to an event that has received an approved reduced rate of facility rental fees by the Leavenworth Festhalle Oversight Committee.
3. “Building”, “Facility” –or- “Festhalle” refers to the Leavenworth Festhalle Civic Center located at 1001 Front Street, Leavenworth, WA 98826.
4. “Manager” refers to the Festhalle Operations Manager or designee.
5. “Non-profit organization” means any group chartered, organized and acting as a Washington State non-profit organization 501c3 or equivalent.
6. “Private Use” refers to organizations or individuals requesting use of the building for activities that the general public is not invited to attend. This includes, but is not limited to, use by private parties, governments other than the City of Leavenworth, political parties, unions, religious groups, military, etc.

7. "Leavenworth area/Local" shall be defined as: within the Cascade School District boundaries. "Leavenworth community group" is any organization based in the City of Leavenworth whose primary purpose is to provide support and service to the community free of charge and is open in membership to all Leavenworth residents; has an adult Leavenworth resident as a board member; and the majority of the membership is based in the Leavenworth area.
8. "User" will include any group, organization or individuals who reserve and use space in the Festhalle. In the case of private use the term "user" shall refer to the individual(s) signing rental or use agreements. Users are defined as follows:
 - Private/Commercial (local or non-local individuals/businesses)
 - Non- Profit (local or non-local 501c-3; 501c-4; 501c-6 and other designated organizations)

III. Community Day Policy Statement:

In keeping with the general policy of the Leavenworth Festhalle Civic Center, the City of Leavenworth offers twelve (12) "Community Days" per calendar year in which approved applicants receive a reduced facility rental fee rate for their event. Community Day event applicants are restricted to mid-week (Sunday-Thursday) event rental days only and are limited to receiving three (3) Community Day facility rental reduced rates per two-year period. Community Day events must adhere to all facility policies set forth in the Leavenworth Festhalle Policies Handbook.

An approved Community Day event would still be responsible for standard event rental fees such as*:

1. Security Deposit(s)
2. Equipment Rental (tables/chairs)
3. Audio/Visual Equipment Rental
4. Janitorial Services
5. Parking
6. Security

*= For rental fee schedule visit Festhalle website – leavenworthfesthalle.com/downloads-forms

IV. Preferential Community Day Applicants:

Community Day facility rental rate reduction applicants are generally limited to local, non-profit fundraising events and local events that have a clear beneficial community orientation (e.g. memorial services) and the potential for becoming annually re-occurring events.

Preference is given to events that are listed above; however, any interested party may apply.

Applicants are considered to be "local" if their mailing or physical address is located within the Cascade School District boundaries.

V. Community Day Application Process:

An applicant that is interested in receiving a Community Day should first contact the Manager to discuss the type of event that is being considered and the date of the prospective event to determine eligibility for a Community Day application.

If the event fits within the criteria established in section IV. Preferential Community Day Applicants listed above, applicants are requested to submit a “Community Day Request Letter” to the Festhalle Manager which are reviewed and approved/denied by the Festhalle Oversight Committee and/or the City Administrator.

Festhalle Manager contact information:

Festhalle Manager
City of Leavenworth / Festhalle Civic Center
PO Box 287
Leavenworth, WA 98826

P: (509) 548-6789

E: festhalle@cityofleavenworth.com

A sample “Community Day Request Letter” is listed in the Appendix of this document.

VI. Approval/Denial Process:

Once an applicant submits the “Community Day Request Letter” the request will be approved or denied within approximately one (1) month. The applying group/individual will be notified via reply letter from the City Administrator on behalf of the Festhalle Oversight Committee as to the status of the request.

Once the application is approved the Manager will initiate communication with the organizing group/contact person and draft a Facility Rental Agreement with facility rental fees reduced.

RE: Festhalle “Community Day” Request Letter

**Festhalle Operations Manager
City of Leavenworth / Festhalle Civic Center
PO Box 287
Leavenworth WA 98826**

<<DATE>>

Dear Festhalle Operations Committee:

<<ORGANIZATION/INDIVIDUAL>> is interested in renting out the Festhalle for <<BRIEF EVENT DESCRIPTION>>. Our event is planned for <<DATE>> and we are expecting <<NUMBER>> of attendees.

<<ORGANIZATION/INDIVIDUAL>> is able to do some pretty amazing things for our community over the years. In this regard, our interest in presenting <<DESCRIPTION OF COMMUNITY ORIENTATION OF THE EVENT>> also shows how involved we are locally.

<<DESCRIPTION OF EVENT GOALS AND WHY A COMMUNITY DAY FACILITY RENTAL FEE WAIVER SHOULD BE APPROVED>>.

That said, we are hopeful that you would consider us for one of the “Community Days”.

If you have any questions please feel free to contact me using the information provided below.

Thank you for your time & consideration of this request.

Sincerely,

<<NAME>>

<<ADDRESS>>

<<PHONE>>

<<EMAIL>>