



Federal Way Community Center Rental FAQ's

How late can my party go?

Parties must end by 12 AM.

Are people allowed to smoke outside the building?

Any use of tobacco products is **not permitted within 100 feet** of the building.

What areas are available during my rental time?

The areas designated on the rental form will be the **only** area(s) which will be utilized by the rental group. (Men's and women's bathrooms are an exception.)

Catering/Kitchen Use

What if I would like to use a licensed caterer that is not on the Community Center's Preferred list?

If you would like to use a licensed caterer outside this list, you will need to submit an Application for Approved Caterer Status for a one time event. A \$200 fee will apply per event.

If I bring my own food will I be able to use the kitchen?

If you will be bringing your own food, use of the kitchen will not be allowed.

If I would like to serve beer, wine, or champagne at my event is a licensed bartender required?

No, but it must be served from a hosted bar with a banquet permit posted for the duration of the event.

ALCOHOL

Can I bring hard alcohol and serve at a hosted bar without a licensed bartender?

No, a licensed bartender, provided by a licensed caterer is required if serving hard alcohol (hosted bar). The caterer may or may not require you to purchase the alcohol from them.

Is it ok if my guests bring their alcoholic beverages out to the parking lot?

No, all alcohol must stay within the designated rental area.

How long may alcohol be served at my event?

Serving Alcohol must stop **at least one hour prior** to your end rental time.

May alcohol be served by the bottle or can?

Alcohol is not to be given out by the bottle or can and must be served in cups.

If I am bringing kegs to my event, where am I allowed to put them?

Kegs must stay outside, and be served out of a plastic garbage can (we will supply).

Set Up/ Clean Up

Am I required to set up the tables and chairs before my event starts?

Community Center staff will preset the room according to a table and chair diagram which you have submitted at least 7 days before your event.

How much of the clean up am I responsible for?

The renter will be responsible for taking down and removing all decorations (including balloons), disposing of all leftover food and beverage items, taking all trash (including applicable outdoor areas) to the outside dumpster, and leaving the kitchen clean (wipe off counters & appliances, clean floors, turn off equipment).

All spills must be cleaned up and well mopped.

Decorations

Does the Community Center supply any decorations?

Any decorating or additional set up for an event is the responsibility of the renter and must be done within the rental time period. This includes items used to decorate (scissors, string, etc.) Only ribbon or string may be used for attaching decorations.

What decorations are not allowed at the Community Center?

No tacks, tape, staples, wire or putty allowed. No smoke machines, confetti, glitter, throwing of rice or birdseed indoors or out. No releasing of balloons or animals such as doves or butterflies into the environment.

May I use candles during my rental time?

Candles must be approved by Community Center staff **prior** to the event.

If you have any further questions please contact the Services Coordinator at 253-835-6940.