



City of DuPont

1700 Civic Drive, DuPont, WA 98327
Phone: (253) 964-8121 Fax: (253) 964-3554

Community Center/Park Facility Volunteer Rental Points Application

(Please complete a separate form for each activity.)

The front page of this form must be completed **PRIOR** to earning any Volunteer Rental Points:

Name of Group or Organization: _____

Address: _____

Phone: _____

Group Leader or Contact Person: _____ Phone: _____

Address: _____

I. Proposed Volunteer Activity: _____

Proposed Date: _____

Proposed Location: _____

Estimated Number of Hours to be Spent on this Activity: _____

Names of Volunteers who will Participate:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signatures:

Applicant: _____ Date: _____

Department Approval: _____ Date: _____

City Administrator Approval: _____ Date: _____
(or authorized designee)

This portion of the form is completed after the Volunteer Rental Points are earned:

II. Volunteer Rental Points Calculation:

_____ X _____ = _____
Hours of Service Points per Hour Total Rental Points Earned

The above points are earned with the understanding that each community group or organization must use these points within twelve months of the calendar year in which they were earned. If/when the applicant applies these points to the rental of the Community Center or Park Facility, he/she understands that rental points may not be applied to the deposit, the costs of staff presence (if necessary), or cost for cleanup or repair incurred by the City. The applicant understands that he/she must abide by the rules outlined in the City's Facility Rental Policies, and that deposit, insurance, and all other requirements in the policies still apply.

The applicant certifies that volunteer service, as described and calculated above, was provided, and that the volunteer service directly benefited the City of DuPont.

III. Approved by:

Applicant: _____ Date: _____

City Administrator: _____ Date: _____
(or Authorized Designee)

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VOLUNTEER RENTAL POINTS

Because of the City's policy of encouraging public participation in community and civic affairs which benefit the residents of the City of Dupont, a policy allowing public involvement to be a partial consideration for rental of City facilities has been identified by the City Council to be in the best interest of the community. Therefore, community groups may earn volunteer rental points which can be used towards the rental of the Community Center or park facilities. Rental points may be earned through pre-approved, City-sanctioned volunteer services, and points may be applied to the hourly rental rate of the Community Center or park facilities in lieu of monetary payment. However, volunteer rental points may not be applied toward the deposit, insurance, cost of staff presence (if necessary), or to any repair or cleaning costs that may be incurred by the City from the use of the facilities.

The Volunteer Rental Point System is established as follows:

40 points = 1 Hour of Facility Rental.

Volunteer Activities earn 10 rental points per hour, per person. Qualifying volunteer activities may include, but is not limited, to the following:

- Litter Removal
- Installing Park & Playground Equipment
- Carpentry, Painting, Electrical, Plumbing
- Other Beautification Activities
- Brush Clearing, Landscaping, Weeding
- Orchard Maintenance
- Clerical Work

The following restrictions apply to the Volunteer Rental Point System:

1. Only community groups and/or service organizations (not individuals) may earn points. Individuals may volunteer on behalf of a community group and/or service organization.
2. The volunteer activities listed above must directly benefit the City. For example, litter pickup would have to be performed on City-owned property. Work for the School District, Pierce County, the State, churches, or civic organizations would not earn points.
3. To earn points for any of the activities listed above, *prior* written City approval is required. Volunteer groups or organizations who wish to earn points must first complete the Volunteer Rental Points Application and have it approved, in writing, by the City Administrator or his/her designee.
4. Points must be earned before points can be applied towards the rental of the Community Center or parks facilities.
5. Points may not be applied towards the actual City costs of staff presence (if necessary), janitorial cleanup (if necessary), or the damage/cleaning deposit.
6. City staff will maintain records of volunteer points accrued and used. It is the responsibility of the community group and/or service organization to ensure all required paperwork is submitted for proper credit.
7. All points must be used no later than twelve months after the end of the calendar year in which they were earned.
8. Rental applications must be submitted in advance of use of facility and clearly state that the group or organization intends to utilize points in lieu of monetary payment.
9. Donating material goods does not automatically earn rental points. In order to qualify for rental points, material donations must be approved in advance by the City, and donors may apply one-half of the retail value directly to the applicable hourly rental rate. The City Administrator or his/her designee must approve such donations in writing before they may be applied to the hourly rental rate.
10. All groups and organizations that earn rental points must abide by the rules outlined in the City's Facility Rental Policies. Deposit, insurance, alcohol, and all other policy requirements still apply.