

Frances Anderson Center 700 Main Street, Edmonds, WA 98020

Phone: 425-771-0230

Rental Hours

- Monday-Friday 8:30am-8:30pm
- Saturday 9am-2pm

Available for

- Meetings
- Seminars
- Classes
- Children’s Birthday Parties

Amenities

	Capacity	Tables	Chairs	Miscellaneous
Room 114**	25-30	*	8*	
Room 123**	8-10	8	12	Mounted TV, whiteboard
Room 206**	25-30	6ft (12)	30	Blackboard, sink
Room 208**	25-30	*	*	Blackboard, sink
Room 301**	25-30	-	-	
Gymnasium (77’x58’)	50	n/a	n/a	No food or drink (see rules pg 2)

*Additional tables and chairs available but limited.

** WiFi available

Rates

Classrooms	\$25-30/hr
Gymnasium	\$35/hr
Amphitheatre	\$75/hr
After hours staff monitor	\$25/hr

Reservations

- Winter (January-April): requests accepted mid-November.
- Spring/Summer (May-August): requests accepted mid-March.
- Fall (September- December): requests accepted mid-July.
- Call for availability. Payment due at time of rental.
- Cash, local check, VISA, MasterCard, American Express, Discovery accepted.
- Returned check fee \$30.

Rental Agreement

- Cancellations: 50% of the reservation fee will serve as a non-refundable deposit. In the event of a requested refund, this fee will be retained by the Edmonds Parks, Recreation & Human Services department.
- No refunds for cancellations within 30 days of the reservation date.
- Rentals occurring after building hours require a staff monitor. Rental contingent on the City’s ability to obtain a staff monitor. Additional cost of \$25/hour applies.
- Renter responsible for set up and clean up of the room(s).
- Renter must end at contract time with clean up complete.
- Early access will not be granted. Additional time may be added prior to the rental starting for the hourly rental price if available.
- Renter must wait until the contract starts to enter the rental space. Renters must promptly exit at the end of their rental period.
- Garbage must be bagged and taken outside to the dumpster located on Dayton Street side of the building.
- Smoking/alcohol is not allowed in the Anderson Center.
- The City reserves the right to cancel any rental at any time due to emergency situations or abuse of the facility.
- Green Food Service Policy: The governmental operations of the City of Edmonds will no longer purchase or provide single-use polystyrene or other plastic-based, non-compostable food service packaging or ware for any city-sponsored function

providing food and/or beverages. Renters and officially recognized users of City owned buildings are strongly encouraged to comply with these restrictions.

Frances Anderson Gymnasium Rules & Regulations

1. Edmonds Parks, Recreation & Human Services Department shall have the authority to arbitrate and make final decisions regarding operations and use of the Anderson Center Gymnasium.
2. Paid participants are the only individuals authorized to use the gym; all others will be asked to leave.
3. No black soled shoes, cleats, bicycles, skateboards, or roller blades are allowed on the gymnasium floor. No food or drink allowed in the gymnasium nor dunking or hanging on basketball rims.
4. The following activities are not allowed in the gymnasium without prior consent and written permission from the recreation department. Soccer, football, baseball, softball, racquetball, handball, hockey, Frisbee, golf, or tennis.
5. Open Gym hours vary, and the schedule is subject to change due to events and maintenance. See front desk for schedule.
6. Recreation staff are responsible for promptly clearing the gym after each program.
7. See front desk for gymnasium rental availability.
8. Lack of cooperation with these rules or disrespect towards Parks & Recreation staff will not be tolerated.

Frances Anderson Center Evacuation Plan

In case of an emergency be prepared. Familiarize yourself with the 11 exit doors in this building. Plan your escape. At your first class tell your students/members where to go and how to get there in case of an emergency. Know two ways out of the building from your room in case smoke, flames or debris block your primary exit. Choose a meeting place outside and be sure all class members are accounted for. If someone is missing, let the fire department know.

Do not go back inside.