

Frances Anderson Center 700 Main Street, Edmonds, WA 98020

Call to view! | Phone: 425-771-0230 | Fax: 425-771-0253 | Rental Hours: Monday-Friday 8:30am-8:30pm | Saturday 9am-2pm

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

Amenities	Capacity	Tables	Chairs	Miscellaneous
Classroom 114	25-30	*	8*	Carpet, no drink, food or crafts.
Classroom 115	25-30	*	8*	Projector screen, blackboard, sink
Classroom 206**	25-30	6ft (12)	30	Projector screen, blackboard, sink
Classroom 301**	25-30	-	-	
Classroom 302**	25-30	6ft (10)	30	Projector screen, blackboard
Conference Room	8-10	-	8	Projector screen, sink
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
After hours staff monitor	\$15/hr

Reservations (call for availability)
January-April requests accepted mid-November
May-August requests accepted mid-March
September-December requests accepted mid-July

Rental Agreement

- Payment due at time of rental. Cash, local check, VISA, MasterCard accepted. Returned check fee \$30.
- Cancellations: Refund requests granted when requested 10 working days prior to the date of rental minus \$20 administrative fee.
- Renter responsible for set up and clean up of the room(s).
- **EARLY ACCESS WILL NOT BE GRANTED. RENTER MUST WAIT UNTIL CONTRACT START TIME TO ENTER CLASSROOM/GYM. RENTER MUST PROMPTLY EXIT AT CONTRACT END TIME. Renter must end at contract time with clean up complete.**
- Garbage must be bagged and tied and left outside of room(s).
- 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.*
- Rentals occurring after building hours require a staff monitor. Rental contingent on the City’s ability to obtain a staff monitor. Additional hourly cost applies.
- 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.

Frances Anderson Gymnasium Rules & Regulations

1. Edmonds Parks, Recreation & Cultural 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. Payment must be received prior to use. NO REFUNDS. Registration in person only and limited to one registration per person. If problems occur with participants they will be asked leave and not return.
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 schedule is subject to change due to events and maintenance. See front desk for schedule.
6. Recreation staff is responsible to promptly clear the gym after each program.
7. See front desk for gymnasium rental availability.
8. Lack of cooperation to these rules or disrespect towards Parks & Recreation staff will not be tolerated.

Driving Directions From I-5, Exit 177 toward Edmonds/Kingston Ferry SR104, right on 100th Ave W, left on Main Street. Center on left. OR From I-5, Exit 179 (220th St. SW), head west on 220th St. SW, right on 9th Ave S, left on Main Street. Center on left.

EVIACUATION PLAN In case of an emergency *be prepared*. Familiarize yourself with the 11 exit doors. *Plan* your escape. At first class *tell* your students 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.***