City of Lakewood
McGavick Conference Center - City Day Use Policy

Purpose: In an agreement effective January 31, 2007 the City of Lakewood provided $2,037,000 in lodging taxes to construct Clover Park Technical College's McGavick Conference Center (MCC). In consideration of this, the City has the opportunity to use the facility for City sponsored activities or allow use of City days by outside organizations. The City is allowed to schedule/use a total of 18 days per year for 30 years (2007-2037) events referred to as City Days. The event calendar year is from January 1 to December 31.

General Policy/Procedure:

Application Period: Once an event is booked through the MCC, applicants may submit an application for use of City Day during the open application period which will take place in the month of November of each year. Applications are available on the City's website.

Applicants interested in hosting an event that is not already booked should first coordinate directly with the MCC to secure a date and services specific to their event.

Booking Priorities: The approval or denial of the application will be based on the following booking priorities:

1. **First Priority:** City-coordinated events. The City will reserve five (5) dates.
2. **Second Priority:** Community Partners. Non-Profit organizations who partner with the City of Lakewood to provide services to the community.
3. **Third Priority**: Single-day conferences, auctions, trade shows, or similar events. These events are coordinated by non-profit organizations located in Lakewood.
4. **Fourth Priority:** Single-day conferences, auctions, trade shows or similar events. These events are coordinated by non-profit organizations outside of Lakewood, though in Pierce County.
5. **Fifth Priority:** Single-day conferences, auctions, trade shows or similar events coordinated by individuals or organizations outside of Lakewood and Pierce County.

Applicant Notified: Applicants will be notified as to the approval or denial of the application in the month of December of each year. For those applications that are approved by the City, confirmation letters will be sent to the McGavick Conference Center (MCC) and applicant.

Fee Schedule: A $2,000 special event fee will be charged to those whose application is approved. No refunds will be issued unless an event is cancelled by the City, in which case a full refund will be issued. Payment of the special event fee is due at time of approval. Checks will be made payable to the City of Lakewood.

City of Lakewood

6000 Main Street SW
Lakewood, Washington 98499
Phone: (253) 983-7705 Fax: (253) 589-3774
Email: bschumacher@cityoflakewood.us

Application for Use of City Day - McGavick Conference Center

Application Date: _____

Applicant Name: _____ Organization: _____

Description of Organization: _____ Does the Organization have 501 (c) 3 status: Yes

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

EVENT INFORMATION

Event Name: _____

Event Date(s): _____

Type of Event and Activities :(i.e. concert, auction, trade show, etc.)

_____

_____

Please list all secured event partners and sponsors:

_____

_____

First Time or Annual Event: _____ Projected Attendance: _____

Will local vendors be utilized: No

Please feel free to include additional documents with your application form that you think will assist our selection committee in making a decision regarding your event (i.e. photos, marketing materials, attendance reports, etc.)

Signature: _____ Date: _____

Return application to:
City of Lakewood
Attention: Briana Schumacher, City Clerk
6000 Main Street SW
Lakewood, WA 98499
bschumacher@cityoflakewood.us