

Port Townsend Friends Meeting
a Quaker Meetinghouse

1841 Sheridan Street
Port Townsend, WA 98368
360-379-5376
PTQuaker.org

Port Townsend Friends Meeting RENTAL AGREEMENT

Date _____

Date of Rental _____ Times: Open _____ Close _____

Contact Person: _____ Phones: _____

Organization: _____ Phone2 _____

Address: _____ E-mail: _____

_____ ZIP _____

Event: _____ featuring: _____

PTFM Sponsor: _____ Phone: _____

hrs	Rooms and Rates	due
	Meetinghouse	\$50/3 hours
	Additional hours	\$15 / hour
	Total	\$

Account	statement	date
Total fee	\$	
Deposit 25%	\$	
Damage deposit (refundable)	\$	
Payment	\$	
Balance due	\$	
Payment	\$	
Invoiced		

Deposits: You are required to deposit one half of the total rental to reserve the space; this and any damage deposit remaining will be deducted from fees after the event. A refundable damage deposit may be collected to cover potential cleaning expenses for certain activities including weddings or dances, etc. Deposits are due at time of reservation (space not guaranteed until received) with balance due at time of event. If the deposit is not received and the office is not notified, the reservation will be cancelled. Deposit confirms acceptance of all conditions of rental. Regular renters need not do a deposit and will simply pay for the event at or before the time of the rental.

Cancellation: Renters are responsible for notifying us at least 10 days in advance if you must cancel. At this time your deposit(s) will be refunded. If you cancel less than ten days before, we will retain your deposit.

Publicity: Use the name Port Townsend Friends Meetinghouse in announcing your event and your own phone number for contact. Do NOT publish our telephone for your event.

Terms: Final payment is due at the time of the event. With arrangements you may pay by the last day of the current month. Make checks payable to Port Townsend Friends Meeting and indicate the name of the organization and date of the event so we may credit your account.

PORT TOWNSEND FRIENDS MEETING RENTS ONLY FOR NON-PROFIT USE BY PERSONS, ORGANIZATIONS AND EVENTS THAT SHARE A SIMILAR PHILOSOPHY WITH QUAKER PRACTICE, INCLUDING PACIFISM AND EQUALITY FOR ALL PERSONS. WE RESERVE THE RIGHT TO CANCEL A RENTAL AGREEMENT AT ANY TIME IF THE RENTER MISREPRESENTS ITS AFFILIATIONS OR PRACTICES. THE ATTACHED RENTAL POLICIES ARE AN INTEGRAL PART OF THIS AGREEMENT.

NON-PROFIT QUALIFICATION

- Is an admission to be charged?
Yes No
- If Yes, does renter have IRS approved 501(c)(3) status/sponsor?
Yes No

Port Townsend Friends Meeting may not rent its space for admission fees unless the organization has approved non-profit status. Donations may be collected by non-501(c)(3) groups, but admittance must not be dependent on the payment of a donation.

OTHER LIMITATIONS:

- **CURRENTLY, WE REQUIRE A SPONSOR** from the Friends Meeting to be present during the event. The sponsor also opens and closes the building. Other arrangements may possibly be made by regular renters.
- **NO ALCOHOL, DRUGS OR SMOKING ARE PERMITTED** on the premises. Alcohol, drugs and smoking are not permitted in the building or in the parking lot.
- We are a fragrance free facility.
- Service animals only.
- If you stay beyond your agreed time, you will be charged by the hour. Please include set-up and clean-up time in your rental agreement. (15 minutes grace)
- Leave the building neat; you may be charged for cleaning. Refer to separate guidelines on setting up the Worship Room.
- The thermostat should be programmed to heat the building for your event. If you want the building warmer or colder, follow the instructions by the thermostat. Do NOT close any registers—the building will not heat properly!
- Do NOT move or remove any of the art on the walls. If it is in the way of your event or at risk, please contact the office ahead of time so we can make arrangements.
- Bring your own foodstuffs (coffee, tea, etc.) and consumables (paper napkins, etc.)
- We do not have or provide audio/visual equipment. We have only a projection screen available for your use.
- The building is accessible to the mobility impaired.
- We wish to make your time on our premises beneficial to you. If you have any concerns, contact the rental coordinator, Caroline Wildflower at 360-379-5376 or ckwildflower@gmail.com.

RENTAL INFORMATION FOR PORT TOWNSEND FRIENDS MEETING

1. Renters may be **scheduled** in the building between 8:00 a.m. and 11:00 p.m. Rentals are billed for a minimum of three (3) hours' usage; additional time is prorated by the whole hour. Renters may use only the space scheduled at the time scheduled in the Rental Agreement. If renters stay beyond their scheduled time (by more than 15 minutes), they will be charged for additional time hourly.
2. The building is **accessible** to the mobility disabled.
3. Please turn off unused lights to conserve power and turn off all lights when you leave.
4. **No alcohol, drugs or smoking** are permitted on the premises. Smoking is not permitted in the building or on the grounds.
5. Dishes and coffee makers are to be **washed**, dried and put away. All **trash** is to be put into the large kitchen garbage can and then inside the garbage can in the parking lot. New trash liners are in the furnace room. **Recycling** should go into the recycling container next to the kitchen garbage can. Please remove all signs, posters, literature and other items related to your event. You must clean up properly and will be responsible for any associated costs if you do not.
6. Renters are required to **clean** and tidy the areas used: sweep and mop any floors that need it, or vacuum carpeted areas. Cleaning tools and supplies are stored in the furnace room. We expect the rooms to look at least as nice when renters leave as when they arrive.
7. The thermostat should be programmed to heat the building for your event. If you want the building warmer or colder, follow the instructions by the thermostat. Do NOT close any registers—the building will not heat properly!
8. **Facilities:** There is no public address system stage, nor projector. A projection screen is available. We cannot offer cooking facilities to renters. A coffee maker and tea pot are available for providing hot drinks.
9. Do not move or remove any of the artwork. Do not attach anything to the walls, windows, or ceiling with tape, tacks or anything else. Paper may be taped to the glass doors or to the tables if the paper and the tape are completely removed at the end of the event. There will be a cleaning charge if this is not done.
10. In **publicity** concerning your event, please use the following **address**:
PORT TOWNSEND FRIENDS MEETINGHOUSE, 1841 SHERIDAN STREET

Please include a telephone contact for the event, but **do not list our phone!**

This sheet is an integral part of your rental agreement.

THANK YOU FOR SHARING OUR FACILITY. IF YOU HAVE QUESTIONS OR COMMENTS, PLEASE CONTACT THE RENTAL COORDINATOR Caroline Wildflower at 360-379-5376 or ckwildflower@gmail.com.

REARRANGING CHAIRS IN THE WORSHIP ROOM

Renters using the Worship Room may arrange the room however they wish, but it is your responsibility to return the room to its normal condition before you leave. This includes clean-up and replacing the chairs. If you wish to remove chairs from the Worship Room, use the dolly in the storeroom for stacks of chairs.

- Leave room to walk between sections, enough for someone with a walker or a wheelchair.
- The armchairs should be placed in the center rows close to where they were originally. There are some non-matching chairs that may be left in the back rows. The benches should be at the wall or in a second row.

Thanks for your care.