

Port Townsend Friends Meeting a Quaker Meetinghouse

rental@ptquaker.org

Port Townsend Friends Meeting RENTAL AGREEMENT

Date _____

WE RENT TO PERSONS AND ORGANIZATIONS FOR 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.

Renter is:

- 501©3 US tax exempt non-profit group ID number _____
- Registered WA non-profit corporation or school ID number _____
- Group / individual renting for an activity in which some social objective is served or general welfare advanced
- Individual renting for a private, non-commercial event
- Group / individual renting for profit event

Date of Rental _____ Times: Open _____ Close _____

Published Event Time: From _____ To _____ (exclusive of set up and clean up)

IF Recurring Rental: Start Date _____ Frequency _____ (Rental Contract renewed annually)

Renter (Individual or Organization Name): _____

Person in charge of event if Organization: _____ Phone: _____

Address: _____

E-mail: _____

Event Title: _____

Description of Event/Details: _____

PTFM Sponsor: _____ Phone: _____

| hours | facility | rate | due |
|-------|------------------|--------------|-----|
| | Meetinghouse | \$50/3 hours | \$ |
| | Additional hours | \$15 / hour | \$ |
| | | | \$ |
| | Total | | \$ |

| Accounting | amount | date |
|-----------------------------|--------|------|
| Total fee | \$ | |
| Deposit 50% | \$ | |
| Damage deposit (refundable) | \$ | |
| Balance due | \$ | |

Agreement and Acknowledgement

Renter, by signing below, acknowledges that all terms and conditions of this Agreement have been read and agreed upon.

Renter signature _____ Date _____

Rental Coordinator signature _____ Date _____

WE WISH TO MAKE YOUR TIME ON OUR PREMISES BENEFICIAL TO YOU. PLEASE CONTACT THE RENTAL COORDINATOR, rental@ptquaker.org OR 1-360-797-5372 WITH YOUR QUESTIONS, COMMENTS OR CONCERNS.

Port Townsend Friends Meeting Rental Policies: *this page is an integral part of your rental agreement*

Requests: Please submit requests to the rental coordinator, rental@ptquaker.org at least 3 weeks before the event.

Scheduling: We rent our building between 8:00 a.m. and 11:00 p.m. Rentals are billed for the 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 15 minutes or more beyond their scheduled time they will be charged for additional time hourly.

Terms: A deposit of half (1/2) the total rental fee is due at time of reservation (space not guaranteed until received). A refundable damage deposit may also be assessed to cover potential cleaning expenses for certain activities including weddings or dances, etc. 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. Final payment of balance is due at the time of the event. Checks should be made out to **Port Townsend Friends Meeting** with date of event in the memo line (so we can credit your account) and sent to the above address or given to the sponsor at the time of the event.

Cancellation: Renters are responsible for notifying us of cancellations. Cancellations up to 10 days before the event ensure a full deposit refund. After that time the deposit may be retained.

Sponsor: We require a sponsor from the Friends Meeting, to open and close the building and attend the event free of charge. Other arrangements may be made for recurring event rentals.

Publicity: In **publicity** concerning your event, please use the following **address:**

PORT TOWNSEND FRIENDS MEETINGHOUSE, 1841 SHERIDAN STREET

Please include **your** contact information for the event. **Do not list our phone or email!**

Facilities: Building occupancy is 129 people. The worship room seats 100 people, maximum. The kitchen (see usage restrictions below), and two small rooms: a library and a children's room are included. The parking lot has spaces for 26 cars. All but 4 of these are rented from 7:30-8:30 a.m. and from 2:00-3:00 p.m. when school is in session.

- The building is **accessible to the mobility impaired**.
- We allow **service animals only**.
- The Friends Meetinghouse is a **fragrance free** facility.
- **No alcohol, drugs, smoking or open flames (candles)** are permitted in the building or on the grounds.
- Do NOT attach anything to the walls, windows, or ceiling with tape, tacks or anything else.

Kitchen: The kitchen may only be used by renters for fixing coffee and tea, and keeping food warm in the oven and cold in the refrigerator. Bring and remove all your own foodstuffs (coffee, tea, etc). A large coffee urn and electric kettles are available for heated drinks. Dishes, utensils and paper napkins are provided. Dishwashers are used to wash the dishes. It is not necessary to unload the dishwashers. Put all trash and recycling in the trash and recycling containers in the cupboard under the counter to the right of the dishwasher. After the event, put trash in the garbage can in the parking lot. New trash liners are in the furnace room.

Heat: The thermostat will 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!

Chairs: Renters may arrange the worship room as they wish, but must return it to its normal seating configuration **according to the diagram** hanging from the lower corner of the hall bulletin board nearest to the front door. Leave enough room for someone with a walker or a wheelchair to go between the seating sections.

Audio/Visual: There is no audio/visual equipment available. A projection screen is available.

Cleaning Up: Please remove all food, 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. Renters are required to **clean** and tidy the areas used: sweep and mop any floors or vacuum carpeted areas, that need it. 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. Please turn off unused lights to conserve power and turn off all lights when you leave. Thanks for your care.