

Port Townsend Friends Meeting
(PTFM)
a Quaker Meetinghouse

1841 Sheridan Street
Port Townsend, WA 98368
360-531-4025
PTQuaker.org

Port Townsend Friends Meeting RENTAL AGREEMENT

To be eligible to rent PTFM's facilities:

Date _____

1. Event/ Activity must aim to further PTFM's mission by (check all that apply and describe):

- ☐ Strengthening a sense of community in Port Townsend _____
☐ Advancing positive social objective _____
☐ Promoting general welfare _____

2. Renter must be one of the following:

- ☐ 501(c)3 US tax-exempt non-profit group ID number _____
☐ Registered WA non-profit corporation or school ID number _____
☐ Group or individual renting for cultural, charitable or civic purposes
☐ Individual renting for a private, non-commercial event

Date of Rental _____ Times: Open _____ Close _____

Renter (Individual or Organization Name): _____

Person in charge of event if Organization: _____ Phone _____

Address: _____ Phone _____

E-mail: _____

Event Title: _____

Description of Event/Details: _____

Will admission be charged or donation suggested? ☐ Yes ☐ No

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

PTFM Sponsor: _____ Phone: _____

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

Account	statement	date
Total fee	\$	
Deposit 50%	\$	
Damage deposit (refundable)	\$	
Payment	\$	
Balance due	\$	
Payment	\$	
Invoiced		

Agreement and Acknowledgement

Renter, by signing below, agrees and acknowledges that Renter has read and agrees to all terms and conditions of this Agreement.

Renter signature: _____

Date: _____

RENTAL INFORMATION FOR PORT TOWNSEND FRIENDS MEETING

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 rental coordinator is not notified, the reservation will be cancelled. Deposit confirms acceptance of all conditions of rental. Checks should be made payable to: Port Townsend Friends Meeting.

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 may retain your deposit.

SPONSOR: 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.

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. 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. These rental policies are an integral part of this agreement.

Facilities: The building includes the worship room with a capacity of 129. Seating for approximately 85 people is available. Also included are a kitchen (see below for usage limitations), and 2 small rooms, a library and a children's room.

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. A coffee maker and tea pot are available for providing hot drinks. Dishes are also available. Dishwashers may be used to **wash** the dishes. It is not necessary to unload the dishwashers. All **trash** is to be put into the kitchen garbage can in the cupboard to the right of the dishwasher and then inside the garbage can in the parking lot. New trash liners are in the furnace room. **Recycling** should go into the recycling containers near the kitchen garbage can, which is inside the kitchen cabinet near the dishwasher. Bring your own foodstuffs (coffee, tea, etc.) and consumables (paper napkins, etc.)

Scheduling: 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.

Accessibility: The building is **accessible** to the mobility disabled.

No alcohol, drugs or smoking are permitted on the premises. Alcohol, drugs and smoking are not permitted in the building or on the grounds.

Fragrance Free: The Friends Meetinghouse is a fragrance free facility.

Pets: We allow service animals only.

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 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. Please turn off unused lights to conserve power and turn off all lights when you leave.

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!

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

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!**

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.

Please note: These additional pages are an integral part of your rental agreement.

WE WISH TO MAKE YOUR TIME ON OUR PREMISES BENEFICIAL TO YOU. IF YOU HAVE ANY QUESTIONS, COMMENTS, OR CONCERNS, CONTACT THE RENTAL COORDINATOR, MICHAEL BUETTNER AT 360-531-4025 OR EMAIL rental@ptquaker.org