

Rental / Building Use Agreement

Port Townsend Friends Meeting
1841 Sheridan St. Port Townsend, WA 98368
rental@ptquaker.org 1-360-797-5372

Event Day & Date:

Contract date:

1st Contact:

NOTE: We rent to persons and organizations for events that share a similar philosophy with Quaker practice, including nonviolence 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 rental policies on the following pages are an integral part of this agreement.

KINDLY READ CAREFULLY ALL THE RENTAL POLICIES ON PAGES 2 AND 3.

Renter Name (Individual or Organization): _____

A. The Renter is: a non-profit, tax-exempt organization or school, for an eleemosynary (charitable*) activity:

- 501c3 US tax exempt non-profit group ID # _____
- Registered WA non-profit corporation ID # _____
- WA state religious, charitable, or educational non-profit with < \$12,000/yr. income
- School

B. OR the Renter is: a NON-tax-exempt individual, group, business, or organization [total of 50 per year]

- Group / individual for profit event: Admission charge, donations, or merchandise sold [total 15/year, out of 50]
- Group / individual for a private, non-commercial event [35 + yr., as long as total non-exempt uses < 50]

Rental Day & Date: _____ **TIMES** Open Bldg: _____ Close Bldg: _____

Total # of hours: _____ (including set up & clean up time) **Use of kitchen?** YES NO

Published Event Time: From _____ To _____ (excluding set up & clean up time)

If Recurring Rental: Start Date _____ Frequency _____ (Renewed annually)

Person in charge of event: _____ **Phone:** _____

Address: _____ **E-mail:** _____

Event Title: _____ **PTFM Host:** _____

Description of Event/Details: _____

Rent: \$60/first 3 hours (3 hour minimum); additional hours @ \$20/hour or partial hour: **Total rent:** \$ _____

Damage deposit if applicable (refundable) \$ _____

Rental deposits are the full amount of the rent up to \$100 or 50% of the rental amount, whichever is greater.

Paid: \$ _____ **check #** _____ **Balance due:** \$ _____ **Balance Paid:** \$ _____ **Total Paid:** \$ _____

* The term charitable is used in its generally accepted legal sense and includes relief of the poor, the distressed, or the underprivileged; advancement of religion; advancement of education or science; lessening neighborhood tensions; eliminating prejudice and discrimination; defending human and civil rights secured by law; and combating community deterioration and juvenile delinquency.

PLEASE READ our Rental Policies, next page →

PLEASE READ CAREFULLY: THESE POLICIES ARE AN INTEGRAL PART OF YOUR RENTAL AGREEMENT.

- 1. Requests:** Please submit requests to the rental coordinator, rental@ptquaker.org
- 2. 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.
- 3. Terms:** Rental deposits are the full amount of the rent up to \$100 or 50% of the rental amount, whichever is greater. A refundable damage deposit may also be assessed to cover potential cleaning expenses for certain activities including weddings or dances, etc. Receipt of payment secures a reservation and confirms acceptance of all conditions of rental. Final payment of any balance is due one week before event. **Payment:** 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 address provided by the Rental Coordinator.
- 4. 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.
- 5. Host:** We require a host from the Friends Meeting, to open and close the building, and to attend the event free of charge. Other arrangements may be made for recurring event rentals.
- 6. Publicity:** In publicity concerning your event, please use the following address for the meetinghouse: Port Townsend Friends Meetinghouse, 1841 Sheridan St., Port Townsend, WA 98368. Please include your own contact information for the event. Do not list our phone or email.
- 7. 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.
- 8. Parking:** The parking lot has spaces for 26 cars. We rent our parking lot for school drop off and pick up; because of this, all but 4 of the parking spaces are not available from 7:45-8:45 a.m. and from 2:20-3:20 p.m. when school is in session, including some Wednesdays when there is early release and the parking lot is used from 12:20-1:20 or 11:30-12:30.
- 9. Please note:** The building is accessible to the mobility impaired. We allow service animals only. The Friends Meetinghouse is a fragrance-free facility. **No alcohol, no drugs, no smoking, no vaping.** No open flames (candles) are permitted in the building or on the grounds. Kindly do NOT attach anything to the walls, windows, or ceiling with tape, tacks, or anything else.
- 10. 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. **Please use the Clean/Dirty signs on the counter.** Put all trash and garbage in the blue trash can and recycling in the 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.
- 11. Heat:** The thermostat will be programmed to heat the building for your event. If you want the building warmer or cooler, follow the instructions by the thermostat. Do NOT close any floor registers—the building will not heat properly.

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

14. Audio/Visual: Notify the rental coordinator if you need to use our microphone and speaker. There is no projector/audio/visual equipment available. A projection screen is available; the hooked stick to pull it down is in the furnace room.

15. Cleaning Up: **See checklist on page 4 of this agreement.** 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.

BEFORE YOU SIGN -- READ POLICIES on pages 2 and 3. By signing below, you, **the Renter**, acknowledge that you have read and agreed to all terms and conditions of this agreement. **Just type your name to sign.**

Renter signature _____ Date _____

Rental coordinator signature _____ Date _____

ADDENDUM to Rental Agreement RE: Public Health

In matters of public health and safety we are guided by recommendations of our Jefferson County Public Health Officer. PTFM reserves the right to cancel events in situations of increased rates of hospitalization due to any public health crisis.

Due to the continued presence of Covid-19 in the county, masks are currently:

optional, but encouraged for indoor gatherings

required for indoor gatherings

Renter INITIALS _____ Date _____

Rental coordinator INITIALS _____ Date _____

Note: We wish to make your rental experience enjoyable and beneficial to you. Please contact the rental coordinator with your questions, comments, or concerns.

Cleaning Checklist for PTFM Meetinghouse Events

This list is for our rental groups, as a reminder for cleanup time; it's also for PTFM committees who are sponsoring events at the Meetinghouse. Thank you for helping keep our building tidy and clean!

Main room

- Put away all tables, folding chairs, and any equipment
- Sweep or vacuum as needed
- Arrange chairs according to diagram and/or photos

Kitchen (if you use it)

- Remove all food, drinks, trash; wipe counters
- Sweep floor and wipe up spills
- Please put all dishes in dishwasher; always START dishwasher and put up the "clean" sign (dishwasher doesn't have to be full — please run it anyway)

Bathrooms

- Check for flushing; make sure no water is running from any tap or toilet (turn off the fan to listen)
- Leave bathroom doors open (for ventilation)

Trash

- Put garbage in outdoor can (near shed); put in new bag (trash bags in utility closet)
- Please take any recycling with you; our trash service won't pick up recycling

Check

- Remove all decorations and papers; check for personal belongings
-

Thank you!

Please report any building problems to the rental coordinator.

Paula Joyce
650-369-5788 (text or voice)
paulajoyce.mail@gmail.com