Rental / Building Use Agreement

Port Townsend Friends Meeting
1841 Sheridan St. Port Townsend, WA 98368
~~rental@ptquaker.org 360 797 5372~~ ~~(message only)~~

Event Day & Date:

_____

Contract date: _____

1st Contact w/client: _____

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 ALL THE RENTAL POLICIES ON FOLLOWING PAGES

Renter Name (Individual or Organization): _____

A. The Renter is: a non-profit, tax-exempt organization or school, for a 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

- ☐ Group / individual **for profit event:** Admission charge, donations, or merchandise sold
- ☐ Group / individual for a **private, non-commercial event**

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

Total # of hours: _____ (including set up & cleanup time) **PTFM HOST**:

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

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

Person in charge of event: _____ Phone: _____

Address: _____ E-mail: _____

Event Title/Info: _____

Event Details/Requests:

RENT: **$60/first 3 hours** (3 hour minimum) additional time @ $20/hour or portion of hour: **Total rent $** _____

KITCHEN/Other Fees (discuss options w/ coord) **AV needs?** (orientation) ☐ **Wireless mic (no fee)** ☐ **Projector $25**

Will there be any FOOD/BEV at your event? YES ☐ **NO** ☐ **If YES, select Option 1 or 2 below**

- ☐ **OPTION 1: $15** Serve coffee/tea, cookies/snacks; brown bag lunch, etc. (Use kettles, coffee maker, mugs, etc, if you like)
- ☐ **OPTION 2: $30** Full use of kitchen. Heat previously prepared food; potluck; use dishes, utensils, linens, etc.

Rent $ _____ Kitchen Fee $ _____ AV Fee $ _____ **TOTAL DUE: $**

Deposit due on reservation; balance due 2 weeks before event. Rental deposits are full amount of rent up to $100 or 50% of that amount, whichever is greater. Kindly make check payable to Port Townsend Friends Meeting.

DEPOSIT:

THESE RENTAL POLICIES ARE PART OF YOUR RENTAL AGREEMENT; PLEASE READ THEM, AND ANY ATTACHMENTS

***1. Communication**: You may contact the rental coordinator at the email address and phone number provided below.*

***2. Scheduling**: We rent our building between 8:00 am and 9:00 pm (see parking restrictions below). Rentals are billed for the minimum of three (3) hours' usage; additional time is charged per hour or portion of hour. Renters may use only the space scheduled at the time scheduled in the Rental Agreement. After 15 minutes beyond the scheduled time, the additional hourly rate will apply: $20 per hour or portion of hour.*

***3. Terms**: Rental deposits are the full amount of the rent up to $100 or 50% of rental amount, whichever is greater. A **damage or cleaning surcharge** may be assessed to cover cleaning/damages (post-event), if the problem is severe. Receipt of deposit secures a reservation and confirms acceptance of all conditions of rental. Final payment of any balance is due **two weeks** before event. **Payment**: Make checks payable to **Port Townsend Friends Meeting**, with date of event in the memo line (so we can credit your account) and send 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. The coordinator will assist you in finding a PTFM Host. Other arrangements may be made for recurring event rentals, at our discretion.*

***6. Publicity**: In publicity concerning your event, please use this 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**: Legal 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, ONLY 4 parking spaces are available from 7:45-8:45 am and from 2:15-3:15 pm when school is in session, and every Wednesday, 12:15-1:15 pm for early dismissal. The 4 spaces closest to the front door are reserved for PTFM usage at all times. We will take this into account when planning your rental times.*

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, or incense in the building or on the grounds. • **Kindly do NOT attach anything to the WALLS, DOORS, windows, or ceiling with TAPE, TACKS, or anything else.

10. Kitchen**: Our facility has a "warming" kitchen, not to be used for food preparation or cooking. • Renters may warm up food that has been previously prepared, use the fridge to keep things cold, and make coffee and tea. • Renters will bring and remove all foodstuffs (coffee, tea, etc.). A large coffee urn and electric kettles are available for heated drinks. • Dishes, utensils, tablecloths, and paper napkins are provided. • All dishes are to be washed **in the dishwashers** (not by hand). It is not necessary wait around to unload the dishwashers. • **Please use the Clean/Dirty signs on the counter for the dishwashers.** • Put all trash and food waste in the trash can and recycling in the blue recycling bin. • **Please READ the SIGNS about trash and recycling.** • After the event, take out the trash and put in the garbage can by the shed in the parking lot. New trash liners are in the furnace room. • We will handle the **recycling**, but **please READ the SIGNS** about what to put there. **NOTE: please see your Agreement for info on Kitchen Use Fees.

***11. Heat:** The thermostat is programmed to heat the building for each scheduled event, and it will turn down automatically at the end of 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.*

***12. 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 hallway 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.*

***13. Audio/Visual**: Usage of AV equipment requires a brief orientation by the Rental Coordinator or another member of the Friends group. Please notify the rental coordinator if you'd like to use our wireless microphone and speaker. We also have a projector, for a $25 fee (subject to availability). A pull-down screen is on the stage area; the hooked stick to pull it down is in the storage room.*

***14. Cleaning Up**: **Please use the checklist below this agreement.** **THE RENTER IS RESPONSIBLE FOR CLEANING UP, not the PTFM Host.** The host will answer any questions for you, and will secure the building. Please remove all food, signs, posters, literature, and other items related to your event. You must clean up properly and will be responsible for cleaning 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.*

** **What is a charitable activity?** 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.*

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*By signing below, you, **the Renter**, acknowledge that you have read and agreed to all terms and conditions of this agreement, and any attachments included. **PLEASE just type your name to sign here** (no scans or electronic signature are needed).*

Renter: _____ Date: _____

Rental Coordinator: _____ 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

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

Monica Fletcher: mjflet@earthlink.net cell: 360-821-8482
Backup contact: Paula Joyce: paulajoyce.mail@gmail.com text / call: 650-359-5788

FOR PUBLICITY: "Port Townsend Friends Meetinghouse" 1841 Sheridan St., Port Townsend
PAYMENT: Please make check payable to "Port Townsend Friends Meeting" and mail to the rental coordinator at this address:

PTFM Rentals
1841 Sheridan St.
Port Townsend, WA 98368

Cleaning Checklist
PT Friends Meetinghouse Events

Note: The rental client is responsible for all cleaning tasks. Your PTFM event host will provide guidance as needed, and will secure the building after cleanup.

A REMINDER: Kindly do NOT attach anything to the WALLS, DOORS, windows, or ceiling with TAPE, TACKS, or anything else.

Main room

- ☐ Put away all tables, folding chairs, and any equipment.
- ☐ Sweep or vacuum; check for food crumbs and spills.
- ☐ Arrange chairs according to photos and/or diagram provided; see bulletin board in the hall, across from the library.

Kitchen (if you use it)

- ☐ Remove all food, drinks, trash.
- ☐ Sweep floor, wipe up spills, wipe counters.
- ☐ Please put all dishes in dishwasher; **START** the dishwasher and use the "Clean/Dirty" signs. Dishwasher doesn't have to be full – please run it anyway).

Trash

- ☐ Empty trash in outdoor can (near shed); new trash bags are in the utility closet.
- ☐ We'll handle the recycling; please **read the signs** on what to put in the blue recycle bin.

Bathrooms

- ☐ Check for flushing; **make sure no water is running** from any tap or toilet (please turn OFF the fan to **listen for running water**).
- ☐ Leave bathroom doors open with doorstops (for ventilation).

Check all around

- ☐ Remove all decorations and papers; check for personal belongings.
- ☐ Turn off all lights and fans.

Thank you!

Please report any building problems to the rental coordinator.

Paula Joyce
650-359-5788 (text or voice)
paulajoyce.mail@gmail.com