



## Facilities Rental Form & Agreement

**EVENT DETAILS:**

**Name of Event:** \_\_\_\_\_

Organization: \_\_\_\_\_ Type of event: \_\_\_\_\_

Facility Requested (please circle all that apply):

- Sanctuary    
  McLachlan Hall    
  Kitchen    
  Chapel    
  Library  
 Other: Please specify \_\_\_\_\_

**Event Date:** \_\_\_\_\_ Event is:  Private  Public

**Event Time:** \_\_\_\_\_ Est. # of guests: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Clean up Time: \_\_\_\_\_

Total time in the building: \_\_\_\_\_, \_\_\_\_\_ hours (*ex: 6pm-9pm, 3 hours*)

**Event Contact name:** \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Key pick up: Monday – Thursday, 10am-6pm within 1 week *before* the event. Date \_\_\_\_\_ staff initial \_\_\_\_\_

Key return: Monday – Thursday, 10am-6pm within 1 week *after* the event. Date \_\_\_\_\_ staff initial \_\_\_\_\_

*(Special arrangement for key pick-up & return outside of office hours: \_\_\_\_\_)*

**HOURLY RATES FOR SPACE (min. 2 hours):**

- Sanctuary.....\$50.00/hour
- with use of organ or piano... \$100.00/hour
- McLachlan Hall..... \$50.00/hour
- Kitchen ..... \$100.00/hour
- Library and Kitchenette... \$50.00/hour

**Additional Charges:**

- Damage Deposit ..... \$250.00 (*fully refundable if space is left clean as it was found.*)
- Cleaning Fee (for events of 15 persons or more) .....\$75.00
- A/V Equipment Use Fee .....\$25.00
- Coffee/Tea Equipment Use Fee ..... \$25.00 (*must bring your own coffee, tea, condiments, and disposable cups, or agree to wash dishes used. Initial \_\_\_\_\_*)

**For Office Use Only**

Damage Deposit.....\$250.00..... Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_ due on: \_\_\_\_\_ Date Received: \_\_\_\_\_ By: \_\_\_\_\_

## Notes:

### Facility Rental Statement

Saint Andrew's is committed to making its facilities available to users and groups whose activities are consistent with the social and moral teachings of the Episcopal Church of the United States and the mission, vision, and values of Saint Andrew's parish. We encourage the use of our facilities for the purpose of educating, informing, and developing individuals and communities subject to our terms of use and payment of such fees as the Vestry may deem necessary for the upkeep and maintenance of such facilities. The parish reserves the right to restrict or deny use of its facilities for partisan political purposes, political fundraising, campaigns or advocacy for or against any candidate, political party, issue, or elected official. The Vestry directs the rector or priest-in-charge to exercise full and final authority over all decisions regarding appropriate use of its facilities.

### Rental Rules and Procedures

***\*Special Covid protocols are in place. Event organizers should sanitize doorknobs, handles, lightswitches, and other high-touch surfaces that they use during their event when leaving with the sanitizing wipes provided for you. Masks are required at all times before, during, and after the event (except for a single presenter who has at least 15ft of space between themselves and guests).***

1. The individual signing the Facility Use Agreement is responsible for reading and signing this contract prior to the event and is responsible for any damages to the St. Andrew's property or equipment. All arrangements for use and all payments should be made through the church office. Checks are payable to St. Andrew's Episcopal Church at 111 NE 80th St., Seattle, WA 98115.
2. Groups must provide a copy of a current business license, corporate registration certificate, or the by-laws of their organization.

3. Groups must provide proof of \$1,000,000 of liability insurance from a recognized insurance company licensed to do business in Washington state.
4. For general building use, setup of tables and chairs is your responsibility, and all items should be returned to the location in which they were found. All areas used should be left tidy and in an orderly condition. Prior to departure, all windows must be closed, doors shut and locked, heat turned down and lights turned out.
5. For kitchen use, it is expected that the kitchen will be left in the condition in which it was found - including dishes being washed and stored properly, counter tops, sinks and appliances wiped clean, and kitchen floor swept. A group member responsible for kitchen use must receive dishwasher training from St. Andrew's staff prior to use. Please do not use any consumables found in the kitchen that you did not bring.
6. For events at which alcohol is to be served, a copy of the Washington State Banquet License, as required by law, must be provided no later than 1 week prior to your event. This license must be displayed at the event.
7. **NO SMOKING** is allowed inside the building, or within 25 feet of any entrance. It will be your responsibility to make sure no cigarette butts are left on St. Andrew's grounds.
8. Groups must use appropriate waste receptacles - landfill, compost, and recycling. Event organizers should empty receptacles into the respective 3 dumpsters behind the building with the keys provided.
9. A \$250 damage fee shall be due upon scheduling of the building. The deposit amount will be refunded 2-7 days following the event, upon satisfactory inspection by St. Andrew's.
10. Only the room(s) reserved and paid for in advance are authorized for use.
11. Fees are to be paid **IN FULL** 30 days prior to the date of the event.

**I (We) verify that I (We) have read and agree to the contract rules and fees for use of the facilities at St. Andrew's Episcopal Church.**

Signature(s): \_\_\_\_\_ Today's Date: \_\_\_\_\_

\_\_\_\_\_ Today's Date: \_\_\_\_\_

Amendment(s):