



Facilities Rental Form & Agreement

EVENT DETAILS: Please circle one: NON-PROFIT organization FOR PROFIT organization

Name of Event: _____

Organization: _____ Type of event: _____

Facility Requested (please check 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*)

TOTAL COST: _____

***rental payment & damage deposit due to parish office 1 month in advance of the event.**

Event Contact name: _____

E-mail: _____ Phone #: _____

Address: _____

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

Key return: RETURN KEY IN THE BLUE KEY DROP BOX IN THE PARISH COPY ROOM (TOP FLOOR) AT THE CLOSE OF THE EVENT WHEN/BEFORE LEAVING THE BUILDING.

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, condiments, and disposable cups, or agree to wash dishes used. Initial _____)

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

1. The individual signing the Facility Use Agreement is responsible for reading and signing this contract prior to the first 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 no later than 1 week prior to your event.
3. Groups must provide proof of \$1,000,000 of liability insurance from a recognized insurance company licensed to do business in Washington state no later than 1 week prior to your event. This can be purchased online via many companies, and you can even purchase insurance for one day only (the day of your event).
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.

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 staff.

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.

NOTES / ADDENDUMS:

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.

Printed Name (s): _____ Signature(s): _____ Today's Date: _____

_____ Today's Date: _____

_____ Today's Date: _____

St. Andrew's Rector _____ Today's Date: _____

In lieu of the Rector's signature, the signature of the Senior Warden of the Vestry may be used.

St. Andrew's Senior Warden _____ Today's Date: _____

Parish Administrator _____ Today's Date: _____

For Office Use Only

Damage Deposit.....\$250.00.....

Date Received: _____ Received By: _____ Initial: _____