

Wallingford COMMUNITY Senior Center

Rental & Use of Space Policy and Agreement Guide

DISCLAIMER

Any parties found not complying with all WCSC or GSC Policies may be disqualified and/or barred from renting from WCSC in the future. Adhering to these policies is a condition of using WCSC space. Any party not following these requirements may be disqualified from future use.

RESERVATION

1. All interested parties must complete and submit a ***Rental & Use of Space Inquiry Form*** to rentals@wallingfordseniors.org or in person to WCSC. Forms are available online: www.wallingfordseniors.org or at WCSC.
2. After submission of the ***Rental & Use of Space Inquiry Form***, a WCSC staff member will contact you within 3 business days regarding your request.
3. We request that reservations be made in advanced.

CONFIRMATION

1. *Renter* shall receive an Invoice for advanced payment along with a copy of ***Rental Policy and Agreement Guide*** to be read and signed.
2. The space is only considered reserved once the ***Rental Policy and Agreement Guide*** has been read and signed by the renter AND advanced payment has been received.

Please contact us at space@wallingfordseniors.org with specific questions, information on rentals or use of space, and for appointments to view the space.

PAYMENT

1. Upon approval and confirmation of your rental request, one (1) invoice for the total cost of the rental and a ***Rental and Use of Space Policy and Agreement Guide*** will be sent to you.
2. Advanced payment is required for reservation confirmation & a signed ***Rental & Use of Space Policy and Agreement Guide***.
3. The invoice will be sent via email unless other arrangements have been made. Preferred payment mechanism is by check, please make check payable to **Wallingford Community Senior Center or WCSC**.
4. A \$25 fee will be charged for all returned checks. Advanced payment is required before use of space.

CANCELLATION POLICY

1. In the event of cancellation more than two weeks (14 days) prior to the rental date, the rental fee will be fully refunded.
2. If cancelled within 14 to 4 days prior to the reservation date, 50% of the rental fee will be refunded.
3. Cancellations made within 72 hours of a scheduled event will mean forfeiture of rental charge.

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RENTAL USE

Rooms are rented in one-hour increments. Rental period must include all time needed for preparation, set up, and clean up. *Renters* must clear the room of all belongings, trash, extra furniture, and people so the room is available within half an hour of the start time for the next renters.

1. All rooms are rented "as is". Furniture should remain in WCSC space but may be arranged to your preference.
2. Users are responsible for setting up, cleaning, and returning any additional furniture brought into the room.
3. WCSC staff is available to orient you to the space and to answer questions and to assist with projector and A/V set up and operation during center hours.
4. Any damages to the furniture or physical space during the rental period will result in the assessment and incurrence of additional charges to the renter.
5. Do not use tape or tacks on the floors or walls.

AMENITIES INCLUDED IN RENTALS

- Tables & Chairs
- Free Wi-Fi

FURNITURE

The following furniture for use by *renter*: users are responsible for returning any additional furniture brought into space from another room.

Chairs

- Eighty-Four (84) matching blue plastic stack chairs
- Sixteen (16) padded banquet stack chairs
- Twenty-six (26) padded hardwood conference chairs
- Six (6) padded office chairs, wheeled

Tables

- Two (2) 96" x 18" rectangular wood tables, foldable
- Twelve (12) 72" x 18" rectangular, foldable
- Ten (10) 36" x 24" wood card tables, foldable
- Six (6) 24" x 72" metal card tables, foldable

ADDITIONAL EQUIPMENT

The following items may be available upon request; please include add-ons into *Rental & Use of Space Inquiry Form*.

- Flip Chart or White board - \$5
- Projector or Projector Screen - \$25
- Projector and Screen \$40
- TV w/DVD or VCR - \$25

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KITCHEN ACCESS & USE

The WCSC kitchen is **ONLY** available to *Renters* that have included the kitchen in their Rental Agreement and payment. *Renter* is REQUIRED to a mandatory walk through and orientation of kitchen with WCSC Staff. Any party found using the kitchen, without a written rental agreement, will be charged the additional kitchen rate of \$50 per hour.

Included in Kitchen Rental:

- One (1) commercial electric range,
- Two (2) ovens
- One (1) flat top grill
- One (1) Aerohot 4 well waterless food warmer steam table; non-mobile, electric
- One (1) commercial dishwasher
- One (1) commercial sink
- One (1) microwaves
- Limited refrigerator and freezer space available upon request

ADDITIONAL EQUIPMENT

- Cooking Equipment & Utensils - \$25
- Flatware & Cutlery - \$25

GARBAGE, COMPOST & RECYCLING

Renter shall remove and dispose of ALL created garbage, recycling and compost into proper building receptacles on GSC property.

- Commercial Garbage bin (**GREEN**) is located on the West side of GSC building, down driveway toward park, on left.
- Commercial Recycling bin (**BLUE**) is located on the West side of GSC building, down driveway toward park, on left.
- Commercial Compost bin (**BROWN**) is located on the South side of GSC building; between South parking lot and Seattle Tilth teaching gardens near Corliss St. Use the unlocked container.

Good Shepherd Center Building Information

BUILDING POLICIES

1. Smoking is prohibited on the property. Burning of candles, incense, or other materials is prohibited.
2. WCSC is not responsible for items lost or stolen from the Center premises and grounds. Check with WCSC staff for information about Lost & Found items.
3. Users shall be responsible for compliance with all rules and regulations governing use of the WCSC space and GSC, including any and all damage to the building, equipment, or grounds, and agrees to clean up the premises after each use and to leave the premises in good order and repair.
4. WCSC and GSC shall not be responsible for injury or damage to persons or property occurring during, or arising out of occupancy and use of the building or grounds by the User. The User agrees to hold WCSC and GSC harmless from liability on account of any injury or damage arising out of such use.
5. Children must be supervised by parent or a responsible adult at all times. Children cannot be unaccompanied in the building or on the grounds at any time.
6. Users shall not use the premises in any way that will unreasonably annoy occupants of adjacent properties or other Tenants in the GSC.
7. In order to maintain building security and public safety the User agrees to follow directions of the GSC security staff person on duty.
8. Rental space is not available for religious groups, political groups, or for personal use including weddings.

SECURITY

GSC Building Hours: Monday – Friday 8am-10pm, Saturday 8am-6pm, and Sunday - CLOSED

Renter is NOT allowed in ANY part of the GSC building other than WCSC space and entry hallway.

Renter is responsible for locking and securing WCSC including all windows and doors.

Renter must follow WCSC closing procedures and initial off in ***Rental & Use of Space Reference Book*** (available to all renters).

PARKING

1. Parking space in the Good Shepherd Center (GSC) parking lots is free but limited and on a first come, first-serve basis. User and program participants should come to events early to find parking in these parking lots. There is also street parking although limited. Users and program participants are encouraged to use alternative transportation means to reach the GSC.
2. Please inform your participants of alternative means of transportation. Check Google Maps or the Seattle Metro website (<http://metro.kingcounty.gov/>) for bus schedules and routing information. Carpools are encouraged. Bike racks are available on-grounds.
3. Please have users and program participants' respect on-street parking use by neighborhood residents.