



RENTAL USE AGREEMENT SENIOR CENTER OF WEST SEATTLE

4217 S.W. Oregon Street, Seattle, WA 98116
Phone: (206) 932-4044 x 4 Fax: (206) 932-4077
Email: info.scws@soundgenerations.org



A Community Partner Site of:

Date: _____ Date of Event: _____ Event Time: _____ to _____

Set Up Time: _____ Tear Down/Clean Up: _____

_____ representing _____
(user)

Email _____ Telephone: _____

RENTAL NEEDS: _____ Hatten Hall—Multipurpose Room @ \$60.00 per hour _____ Lions Area @ \$45.00 per hour
_____ Full Hatten Hall & Lions Area @ \$90.00 per hour _____ Nelson Room, @ \$40.00 per hour
_____ Nucor Room, @ \$50.00 per hour _____ Alhadeff Room, @ \$40.00 per hour
_____ Computer Center, @ \$60.00 per hour _____ Margie's Café, @ \$40.00 per hour
_____ Kitchen, @ \$45.00 per hour

Purpose of rental: _____

Equipment Needs: _____

Will alcohol be served? ___ yes ___ no (If Yes, A separate Liquor agreement must be attached.)

Room Rental: _____ hours @ _____ per hour _____

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Center Monitor Charge: \$100 minimum (4 hrs)
Each additional hour \$20/hr _____ #of hours: _____

Equipment Charges \$25 _____

Total Rental fees \$ _____ Date paid _____

DEPOSITS:/FEES

Key Deposit \$ 50.00
Damage/cleaning/loss deposit/ \$300.00
(separate check, please) \$350.00
Reservation to hold date: (non-refundable) \$50.00
Date Cancellation Fee: (if canceled within 2 weeks) \$35.00

Return of deposits, in whole or in part, is subject to inspection of the premises by Center Staff following rental.

Person opening / closing _____ Phone _____

Special Notes: **ALL GARBAGE MUST BE REMOVED FROM CENTER FACILITY & DISPOSED OFF-SITE**

The HOLD HARMLESS AGREEMENT has been read and agreed to by the undersigned. _____ (initial)

_____ Home phone _____ Work phone _____
(Printed user name)

_____ (Signature) _____ (address)

Long Term Rentals: **Organizations must submit an insurance certificate that names Sound Generations as additional insured. i.e. "Sound Generations is additional Insured with rental events held by third parties at Senior Center of West Seattle"**