



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 @ \$50.00 per hour
Full Hatten Hall & Lions Area @ \$80.00 per hour
Nucor Room, @ \$40.00 per hour
Computer Center, @ \$50.00 per hour
Lions Area @ \$35.00 per hour
Nelson Room, @ \$30.00 per hour
Alhadeff Room, @ \$30.00 per hour
Margie's Café, @ \$30.00 per hour
Kitchen, @ \$35.00 per hour

Purpose of rental: \_\_\_\_\_

Equipment Needs: \_\_\_\_\_

Will alcohol be served? \_\_\_ yes \_\_\_ no (If Yes, A temporary WA Banquet Liquor Permit must be obtained)

Room Rental: \_\_\_\_\_ hours @ \_\_\_\_\_ per hour \_\_\_\_\_ Special Notes:

Room Rental: \_\_\_\_\_ hours @ \_\_\_\_\_ per hour \_\_\_\_\_

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

Equipment Charges: \_\_\_\_\_

Kitchen fee (\$50 w/room rental) \_\_\_\_\_

Total Rental fees \$ \_\_\_\_\_ Date paid \_\_\_\_\_

DEPOSITS:/FEES

Key Deposit \$ 50.00
Damage/cleaning/loss deposit/ \$300.00
(separate check, please) \$350.00
Date paid \_\_\_\_\_

Reservation to hold date: (non-refundable) \$50.00 Date paid \_\_\_\_\_

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"

**HOLD HARMLESS / USER AGREEMENT—Senior Center of West Seattle**

Advertisements for any events held at the Senior Center shall clearly state they are only being held at the Senior Center and shall not imply any endorsement by the Senior Center of West Seattle or Sound Generations. Specifically, renters are asked to observe the following:

- (a) Advertisements shall include the street address of the Senior Center of West Seattle.
- (b) If there is reference to the Senior Center of West Seattle, **the print shall be no larger than one-half the size of the street address of the Senior Center in any advertisement distributed to the public** and;
- (c) The advertisements shall include the following statement: “facilities of the Senior Center of West Seattle have been rented for this event. In so renting its facilities, the Senior Center of West Seattle does not either endorse nor disapprove of this event.”

1. **The renter agrees to be responsible for cleaning of the rental space after the event, resetting the room to the original setup. Rule of Thumb:** Leave the space better than you found it. Brooms, mop and pail in the janitor’s closet may be used. The Center dumpsters ARE NOT available for disposal of trash, recyclables or compost. You must bring your own garbage liners and take with you upon departure.
2. The premises shall not be used in violation of laws, ordinances or government regulations or for any purpose considered hazardous.
3. The renter agrees to be responsible for his guests and any damage to the premises and/or equipment or loss of same, i.e., breakage of windows, tables, chairs, dishes or any other equipment. Any such loss or damage is to be replaced or paid for immediately at current retail prices for replacement and/or repairs.
4. If alcohol is to be served, a temporary banquet liquor permit from the WA State Liquor Control Board must be obtained, displayed at event & a copy provided to the Center a minimum of two (2) days prior to event. No keg beer allowed.
5. Renter agrees that if minors are in attendance, security must be provided by renter to see that alcoholic beverage are not consumed by minors.
6. Please bring your own coffee maker, filters, etc. We furnish coffee only for catered events.
7. The refrigerator and freezer in the kitchen are *not* available for rentals. Please bring your own ice & ice containers.
8. Order must be maintained at all times.
9. Renter agrees to hold Senior Center of West Seattle and Sound Generations harmless from any liability arising from any use of the premises or equipment by the renter or guests.
10. The Senior Center is not responsible for articles left in the building.
11. **Renter must call within 24 hours of the event to confirm** arrangements.
12. Renter understands there is no insurance covering injuries to user or user’s guests. In case of emergency call 911

I have read and agree to the above: \_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Signer