



# Brinnon Community Center RENTER'S AGREEMENT

PO Box 9 + 306144 Hwy 101 + Brinnon, WA 98320 + (360) 796-4350

Form CC105A (Rev. 01/10/2023)

Date: \_\_\_\_\_

Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

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

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

If event dates or times will vary, please call at least 24 hours prior to schedule during regular office hours.

Number of people involved: \_\_\_\_\_ Evening or Weekend Access Needed? YES NO

Room(s) Assigned: \_\_\_\_\_ Charges: \_\_\_\_\_ Method of Payment: \_\_\_\_\_

Group/Renter: Non-Profit Individual Community Organization Profit Gov't

Population Served: Seniors Youth Both Other: \_\_\_\_\_

### Hold Harmless Agreement:

- OlyCAP's Community Centers provide meeting room space for programs and activities of an informational, educational, cultural, or civic nature.
- Priority for the use of meeting rooms will be given to OlyCAP and Center sponsored activities.
- An adult representative of the group will be asked to assume responsibility for the period of use.
- In issuing posters, press releases or other publicity, groups must avoid an inference that their program is sponsored, co-sponsored or approved by OlyCAP or the Center.
- Persons using the facilities at the Center do so at their own risk. By signing this agreement, you also agree to hold harmless OlyCAP and its employees or representatives from any legal action resulting from this rental.
- No products, memberships or services may be advertised, solicited, or sold, without the express permission of the Center Manager.
- OlyCAP Community Centers are no smoking, vaping, marijuana, or alcohol use facilities.

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



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**Center Procedures:** \_\_\_\_\_ initial

- The responsible person must pick up the key or make \_arrangements during business hours, 9:00am – 1:00pm, Monday – Friday.
- The responsible person must report any problems to the Center Manager.
- The responsible person is to see that the building is left clean, locked and the lights shut off following lock up procedures.
- Food and beverages in dining room only.
- All trash put in outside trash can and rooms left clean.
- No smoking or vaping within 25 feet of the building.
- No pets at any time in the building.
- Lights off and building locked by 9:00pm.

**Room Rates:** \_\_\_\_\_ initial       No Charge per management \_\_\_\_\_ (Mgr. initial)

Group Type	Dining Room Per 2 Hr. Event	Small Mtg Rm Per 2 Hr. Event	Kitchen Per 2 Hr. Event
Public Service	\$25.00	\$20.00	\$25.00 (\$12.00 Each Hour After)
Private	\$35.00	\$25.00	\$30.00 (\$14.00 Each Hour After)
Profit	\$45.00	\$35.00	\$35.00 (\$16.00 Each Hour After)
Facility Event	\$100.00/4 Hr.	Includes dining room, kitchen, bathrooms	

**Deposit Rates:** \_\_\_\_\_ initial       No Charge per management \_\_\_\_\_ (Mgr. initial)

**Rooms:** \$50.00 damage deposit – fully refundable if left clean and with no damage.

**Kitchen:** \$50.00 damage deposit – fully refundable if left clean and with no damage.

Note: please make deposit a separate payment from rent in the form of a check. It will not be cashed unless the room is left messy or damaged.

I agree to accept full responsibility for any damage caused because of my use or by the use of those under my supervision. I acknowledge that anyone entering the premises during my time of use comes within the scope of my responsibility.

Signature & Title: \_\_\_\_\_

Company or Organization: \_\_\_\_\_

Rent Received:	Receipt Number:
Deposit Received:	Receipt Number:
Deposit Refunded:	OlyCAP Staff: <span style="float: right;">Key:</span>