

Room Rental Request: (Please check)	<input type="checkbox"/> "PORT SUSAN SUITE" 11' W x 11' L (121sq.ft) Capacity: 1-3	<input type="checkbox"/> "SARATOGA PASSAGE CLASSROOM" 15' W x 22' L (330sq.ft) Capacity: 22	<input type="checkbox"/> "STILLAGUAMISH RIVER COMMUNITY ROOM" 34' W x 36' L (1,258sq.ft) Capacity Banquet: 84 Capacity Theater: 180	<input type="checkbox"/> KITCHEN Adjacent to Stillaguamish River Community Room 13' W X 28' L
AV/Room Amenities: (AV INCLUDED IN RENTAL RATES)	Phone/Computer/Printer Desk & side table. -Toddler Table with games/toys.	-66" Samsung Flat Screen mounted TV w/ HDMI Cable. -Whiteboard, Dual-sided 70", magnetic & moveable.	-Overhead Projection, HDMI w/ drop down 10' wide screen. -Overhead Sound -Moveable Podium w/ Microphone.	-3 ovens -1 Fridge -Sink/water -Coffee Maker/carafes
Rental Rate:	1 (min)-2 (max) hrs: \$25/hour	\$50/hour (1 hour minimum)	\$75/hour	\$50 flat fee
Non-Profit Rate:	1 (min)-2 (max) hrs: \$20/hour	\$40/hour (1 hour minimum)	\$60/hour	\$40 flat fee
Key Code Fee:	\$25 - for usage of the facility outside normal business hours (9:00AM – 5:00PM)			
Cleaning Fee:	\$25/hr – if room not cleaned immediately following use. Charges to be applied to Credit Card on file for Damage Deposit. (See Leave No Trace, Section #10 Terms & Conditions)			

Individual, Organization or Group Name (Renter): _____

Purpose of use: _____

Date of requested rental: ____/____/____

*Start time: _____ *End time: _____

*include setup and cleanup time

Organization is a non-profit and requests Non-Profit Rate EIN#: _____

(A copy of your IRS Final Determination Letter/501(c)3 letter MUST be attached to application)

Guest Estimation: _____ Event is: By Invitation Only Open to the Public

Is alcohol going to be served at this event? Yes No

If yes, you must apply for & provide a copy of your banquet permit at the event. Banquet Permits available:

<https://lcb.wa.gov/licensing/online-banquet-permit>

Will admission or any other fees be collected before or during the event? Yes No

A Certificate of Liability Insurance is required for all Events. The Certificate of Liability Insurance shall be procured at the Renter's Expense. Please name the "Community Resource Center of Stanwood Camano" as "Additionally Insured" and submit to Event Staff prior to your event.

Contact Person: _____

Mailing Address: _____

Phone: (____) _____ Fax: (____) _____ Email: _____

Renter Signature: _____ Date: _____
(Please NOTE: The Renter is also required to review and sign the attached Terms and Conditions)

If you intend to use catering services, please provide the following:

Name of Caterer: _____

Contact/Title: _____

Email: _____

Phone: (____) _____

Please list equipment you are bringing to the rental: _____

DISCLAIMER: The Community Resource Center is founded on family support principles that guide our work and our mission to administer and cultivate programs that foster a healthy community. The Community Resource Center reserves the right to deny any 'facility usage agreement' that is not in line with our mission or our foundational principles. The executive director, with the support of the board of directors, has sole discretion in this decision.

This section for staff only:

Facility Usage Agreement received by: _____ Date: ____/____/____

50% Pre-Payment of Rental fees received in the amount of \$_____ Receipt#: _____

Damage deposit received, Credit Card ONLY:

Card#: _____ Exp Date: ____ / ____

CV#: _____ Billing Zip Code: _____

Copy of Comprehensive Liability Insurance Certificate received

Copy of Washington State Banquet Permit received

Copy of Non-profit Final Determination Letter/501(c)3 received

Notes: _____

Key code issued: _____

Approved by: _____ Date: _____

Terms & Conditions of Facility Usage Agreement:

1. This Facility Usage Agreement is not valid until signed by the Executive Director or authorized representative of Community Resource Center of Stanwood Camano (CRCSC) and rental fee, deposit, certificate of insurance and if applicable, a banquet permit have been collected.
2. Rental fees are outlined in the application. Fees may be discounted for a non-profit who can provide a copy of their Final Determination/501(c)3 letter with their application, granted there is no conflict of interest and the request does not include ongoing meetings.
3. Rented facilities include the room(s) noted in your application. Restrooms are included in your rental as is the shared main hallway. Any offices, the bookstore, the teen center, closets, etc. are off limits. Renters are allowed to utilize both front and backdoor entrances for their event and signs are included to post outside directing your event traffic. Renters are responsible for their guests/visitors keeping to the rooms rented in this application. Failure to follow these rules will result in inability to rent in the future.
4. If your event is held outside normal business hours, M-F 9am-5:30pm, you will be required to coordinate getting your key code to the facility before your event begins.
5. Renters are responsible for locking the facility as instructed after their event, if their event is held outside normal business hours. Failure to do so will result in the inability to rent in the future.
6. Smoking is NOT permitted anywhere in the building and smoking outside must be at least 25' from any entrance. Renters will be required to remove any and all evidence of smoking in appropriate outdoor areas. Failure to do so will be reflected in a cleaning fee charge.
7. Alcohol is only permitted if application includes a valid banquet permit and permits are posted during the event. A \$500 damage deposit is also required.
8. Parking is allowed in the Community Resource Center's parking lot during the time frame of the event. We ask event guests to utilize the 16 spaces to the rear of the parking lot only, so that customers to the Community Resource Center and Used Bookstore still have access to conduct their business during normal business hours (9am-5pm). Overflow parking is available across the street in the lot next to the Stanwood Library or on the street behind the facility (270th Street).
9. Cancellation Policy: If the meeting or event must be cancelled, the following charges will be applied depending on the notice timeline: 30+ days from event date: No charge. 15-30 days: 25% of rental value retained. 7-14 days: 50% of rental value retained. 1-6 days: 100% of rental value retained.
10. Leave No Trace. The facility is a LEAVE NO TRACE facility. This means that the renter under the Terms & Conditions of the Facility Usage Agreement shall be responsible to carry out all the duties required to return the space to its original condition or forfeit the Deposit entirely and incur additional cleaning fees at \$25/hour. All equipment will be cleaned and returned to proper storage. If the kitchen is used any dishes, utensils and/or serving ware will be washed and put away. The kitchen surfaces will be cleaned. All garbage bins will be emptied, and trash will be placed in the outside dumpster. Any recycling will be put in the recycling bin and all cardboard/boxes will be broken down. Floors will be swept, mopped and/or vacuumed as needed. Cleaning supplies can be found in the supply closet. Any other actions needed to return the room to its original condition will also be required. Signs are posted in each room as a reference.
11. A cleaning fee of \$25/hr will be charged if the room was not left in the condition it was found. The final amount will be determined to reflect the staff time necessary to clean the room but the fee will be no less than one hours' worth of time.
12. Damage Deposit is required for final approval of this Agreement. Payment will not be processed unless there is damage done which warrants the collection of additional fees. The Damage Deposit is \$200. If alcohol is being served at your event the damage deposit will be \$500. A Credit Card is the only acceptable method of payment for the Damage Deposit.
13. Certificate of Liability Insurance is required for all Events. The Certificate of Liability Insurance shall be procured at the Renters expense. The CLI will name "Community Resource Center of Stanwood Camano" as the "Additionally Insured" on the certificate. The coverage amount for the policy is \$1,000,000. The Certificate of Liability must be received at least three days prior to the event date.
14. Renter is responsible for all breakage and damage done to the building, furniture, equipment, parking lot, flooring, etc. as a result of their event. Value of broken items will be deducted from the damage deposit or a claim will be made again the renter's insurance in the case where the damage exceeds the deposit.

- 15. Renter agrees to defend, indemnify and hold harmless the Community Resource Center of Stanwood Camano, Community Resources Foundation, its employees and agents from and against all liability, claims, suits, damages, expenses and losses, including expenses of litigation, in any manner resulting from or connected with any loss or damage to any property or person caused by or resulting from any act of omission of the Renter or the Renter's guests or visitors during the event.
- 16. Catering. Outside food is permitted within the facility. It is the sole responsibility of the renter to carry out the clean up duties as previously stated under Leave No Trace. If a Caterer will be used for the event, the Catering staff must be made aware of this Clean up policy and adhere to our Terms and Conditions of this rental agreement.
- 17. Facility Furniture & Equipment. The facility owns a set inventory of tables & chairs which are available for use with the room rental. Any additional tables or chairs will need to be rented (i.e. CORT Special Event Rentals) at the expense of the Renter. Tables and chairs are distributed on a first come first serve basis within the facility rooms, so please confirm with your Event Specialist how many will be available for your event. Catering should plan to provide all serving accessories to include plates, flatware, linens, & napkins.

I have read the Terms and Conditions provided to me by the Community Resource Center of Stanwood Camano and agree to the applications and expectations of the Terms and Conditions as presented.

Signed By:

Printed Name:

Title:

Date: _____/_____/_____