SAMISH ISLAND COMMUNITY CENTER, INC.

Form # 301f1

ADMINISTRATIVE FORM

CENTER RENTAL AGREEMENT FORM

Request Made: _____ Date(s) of Reservation: _____

SAMISH ISLAND COMMUNITY CENTER, Inc.
Center Rental Agreement
Mailing address: P.O. Box 268, Bow, WA 98232
Location address: 11292 Blue Heron Rd.

1. The Samish Island Community Center may be reserved for the periodic and temporary use of local citizens and organizations. Under WAC 458-16-300, the property may not be used for pecuniary gain or to promote business activities except under limited circumstances. Restricted uses may include for-fee classes and other business activities. The property may not be used for pecuniary gain or to promote business activities unless the intention of renter to so use the property is specifically disclosed to the Community Center Representative and approval of the Community Center Representative for such disclosed use is specially granted.

___Premises will not be used for pecuniary gain or to promote business activities.
___Premises will be used for pecuniary gain or to promote business activities as disclosed by Renter.

2. **Rental fees** are as follows, payable in two checks to the Samish Island Community Center (one for deposit, one for the fee). If there is no damage, the deposit check will be torn up.

Damage, Clean-up, & Noise Deposit	**$200.00**		**Donations may be made to the Community Center for these events:**
Community Center Member Fee Daily rate ……75.00 Each additional day …...50.00	**$ 75.00**		Island Family Memorial Service **<u>No charge for these events:</u>** Community Center meeting/potluck Community Center board meetings
Non-Community Center Member Fee Daily rate…… ..100.00 Each additional day…….75.00	**$100.00**		
Five-hour special: If your meeting will last 3 hours - and you can pick up and return the key within the five hours (ex: pick up 8 am, return 1 pm) - inquire about our 5-hour special. ($50;$75)			

3. **The Damage Deposit.** A damage deposit is due at the time of reserving the center and before receiving the key. Renters are responsible for leaving the Center as clean as they found it and hauling away all their garbage (there is no garbage service at the center). The renter agrees to pay for any clean up and/or damage exceeding the amount of the Damage Deposit..

4. **Certificate of Insurance:** Renter shall provide SICC with a certificate of insurance showing the Samish Island Community Center as Additional Insured with respects to (the event) on (date.) Renters for private events like weddings, anniversary parties, etc, should contact their agent

for their current homeowners policy for this certificate. This certificate must be on file when the renter picks up the key for the Center.

5. **The Renter will save and hold harmless the Samish Island Community Center**, Inc. from any injury to any person or any loss or damage to any property caused by, or resulting from any act or omission of the user, or any officer, agent, employee, guest or visitor in, or about, the premises during the event to be held on the date specified.

6. **The Renter should have a Samish Island Contact or Sponsor.** Our insurance allows us to rent to islanders and members of the local Samish Island Community Club. If renter is not a resident or member, renter should provide a island sponsor's name, phone and email.

7. **Alcoholic Beverages**. If alcohol is dispensed, all state laws regarding such service must be observed. The sponsors are responsible and held accountable for enforcing these laws. The **Banquet Permit shall be shown at the time the key is picked up, and posted in the center**. No smoking is allowed in the Center.

8. **Noise Level.** When a group or an individual is using the building a minimum level of noise is to be maintained at all times. Music must cease at 11:00 pm and all persons must vacate the premises by 12:00 midnight. If music does not cease at 11:00 pm and guests do not leave by midnight the Damage, Cleanup & Noise Deposit will be forfeit.

9. **Agreement of Terms of Rental.** By signing this Center Rental Agreement below, the Renter agrees to these terms of rental, and acknowledges the receipt of a copy of these regulations. The individual signing the rental agreement will be directly responsible for the adherence to these rules. Send this form to the P.O. Box listed above.

Date(s) of use: _____ Time of use: _____ SICC Member? YES NO

Fee paid: _____ Damage Deposit paid _____ Insurance Certificate attached: _____

Banquet permit #: _____ (applicable if liquor to be sold at the event)

Renter Address: _____ Phone: _____

Renter Signature:_____

If you are not an SICC member, who is your island sponsor/contact? _____

Island contact information: Phone: _____ OR email: _____

Revised 1/17/2012

Effective: 1/17/2012

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