

WELCOME!
TO HISTORIC CHINOOK SCHOOL
COMMUNITY BUILDING

810 STATE RTE. 101
P. O. BOX 243
CHINOOK, WA 98614
360-244-3627
info@chinookeventcenter.com

Thank you for your interest in renting the Chinook School Community Building as the venue for your event.

The seven-page Rental Agreement attached outlines the usage and fee schedule.

If you decide to book the Chinook School Community Building, please fill out the agreement, **initial and date pages 1 and 2, sign and date the agreement on page 3 and initial below for cleaning/damage responsibility.**

Mail pages 1, 2, and 3, back to FOCS with your deposit fee. An officer will sign the agreement and a copy of the two pages will be mailed back to you.

We look forward to helping you make your event a pleasant experience

COMMUNITY BUILDING

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P.O. Box 243
Chinook, WA 98614
360-244-3627
www.friendsofchinookschool.org

RENTAL RATES

FOCS HOSPITALITY ROOM #4:

Recommended occupancy: up to 35.

Available for small private parties and gatherings.

Adjoining kitchen attached.

May be booked between the hours of 10:00 AM and 10:00 PM.

DAILY RENTAL RATE:

During normal business hours, 10:00 AM - 4:00 PM,
\$20.00 per hour, with a 2 hour minimum.

During hours of 4:00 PM - 10:00 PM
\$30.00 per hour, with a 2 hour minimum.

KITCHEN IS AVAILABLE FOR A FEE OF \$25.00 FOR LIGHT USE, OR \$50.00 FOR CATERING, POTLUCKS, ETC.

MEETING ROOMS #1,2,3:

Recommended occupancy is up to 40 people.

Available for private meetings/gatherings.

Open for public meetings if conducted by a public entity or non-profit.

DAILY RENTAL RATE:

During normal business hours, 10:00 AM - 4:00 PM,
\$20.00 per hour, with a 2 hour minimum.

During hours of 4:00 PM - 10:00 PM
\$30.00 per hour, with a 2 hour minimum.

SPECIAL REQUEST RENTALS:

(Example: Two or more rooms, hall rental, or other room combinations.)

Consult with scheduler.

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RENTAL AGREEMENT

YOUR CHINOOK SCHOOL COMMUNITY BUILDING PACKAGE:

Agreement entered into by and between Friends of Chinook School (hereinafter referred to as FOCS) and

CONTACT/PERSON RESPONSIBLE: _____

MAILING ADDRESS: _____

PHONE H: _____ C: _____ W: _____

EMAIL ADDRESS: _____

PURPOSE OF EVENT: _____

DATES REQUESTED: _____ ESTIMATED NUMBER OF GUESTS: _____

TIME OF RENTAL: _____

DATE AND TIME OF USE:

Date: _____ Time: _____

Initial, date and return this page _____ **Initial** _____ **Date** _____

ROOM NO. _____

HOW MANY HOURS _____ TIME OF DAY: _____

ROOM RENTAL FEE: \$ _____

KITCHEN FEE: \$ _____

TOTAL: \$ _____

Deposit is one half of total fee - due at booking.

RENTAL DEPOSIT: \$ _____

Balance of payment is due ten days prior to occupancy.

DUE DATE OF BALANCE: \$ _____

CLEANING/DAMAGE DEPOSIT:

\$100.00 per room, due ten days prior to occupancy. DUE DATE: _____

This deposit will be returned if no cleaning or damage is reported by FOCS.

Damages or cleaning over the \$100.00 deposit will be assessed by FOCS and paid by renter.

YOUR RENTAL:

Name of function: _____

(At least the name of the person signing the agreement)

Type of function: _____

Will alcohol be served? _____

If the kitchen is rented, what is the nature of the kitchen use? _____

Approximate number of attendees? _____

Fees charged to Renter are for use and occupancy of the building and compliance with all covenants and conditions set forth in this agreement.

Initial, date and return this page _____

Initial

Date

TERMS AND CONDITIONS

The fee charged to the Renter is for use and occupancy of the building and all of the covenants and conditions set forth in this agreement.

INDEMNITY:

Renter agrees that it shall indemnify and hold harmless Friends of Chinook School (FOCS) and Port of Chinook (POC) from any and all claims, causes of action, demands, judgments, costs and expenses (including attorney's fees) arising from Renter's use or occupation of the premises. Renter agrees that its obligation to indemnify and hold harmless the FOCS and POC shall include any and all claims for personal injury, wrongful death and property damage and shall include, to the extent permitted by law, claims, causes of action, judgments, costs and expenses (including attorney's fees) arising whole or in part, from the negligence of FOCS and POC. Renter agrees that in the event that any action is commenced against FOCS because of such claim Renter agrees to defend the FOCS and POC in such action by counsel reasonably satisfactory to the FOCS and POC at Renter's sole expense. Renter will also be responsible for payment of all costs of maintenance, agency service calls, cleaning and repair work to the building, its immediate property and land arising out of Tenant's use and occupancy pursuant to this agreement.

I, _____ have read and understand the 7 page rental AGREEMENT and the attached RULES AND REGULATION for The Friends of Chinook School Gymnasium. *Under no circumstances can this agreement be verbally modified. If a change in this agreement is necessary, both parties must sign a new agreement before said event can take place at the gymnasium.*

=====

AGREED TO AND ACCEPTED THIS _____ DAY OF _____, 20_____

(Signature of Renter)

(Signature of FOCS Representative)

DAMAGES:

Renter is responsible for all costs to repair damage caused by their use. The monetary amount will be determined by FOCS.

Initials (Renter)_____ Initials (FOCS)_____

***RETURN THIS PAGE, WITH THE PREVIOUS TWO PAGES.**

RULES AND REGULATIONS

FOCS hopes that your activity will be enjoyable and that you will find the facility satisfactory to your needs. However, we do ask that you and your guests be aware of our rules and regulations. **Your signature on this agreement verifies that you have read, fully understand, and agree to abide by the following rules and regulations, thus holding you responsible for said event. If you do not understand any portion of this agreement, FOCS encourages you to obtain counsel at your expense in order to clarify/explain this agreement.**

SCHEDULING:

1. Priorities of use and scheduling will be determined by FOCS
2. FOCS reserves the right to refuse usage or terminate usage to any person, group or activity that does not represent the best interests of the community or whose presence, activity or use may be considered offensive. This includes past abuse or misuse of the facility.
3. Renter must be in "good standing" with the FOCS and must **be 21 years of age or older. Renter must be present during the event.**
4. The building shall not be used for any purpose(s) other than those specified in this agreement.
5. Please do not consider your application approved until FOCS has received deposit fee.

LIABILITY INSURANCE:

Please check with scheduler to see if personal liability insurance will be required.

PAYMENT:

1. Renter's payment must be made with cash, check or money order **(no second party checks will be accepted).**
2. **The deposit must be paid at the time of booking in order to reserve the date.**
The balance due must be received 10 days prior to the event.
3. If cancellation is received inside 10 days of scheduled event, the deposit will be returned.
4. The cleaning/damage portion of the deposit shall be refunded subject to satisfactory damage/cleaning inspection by FOCS and return of the key by Renter. Failure to comply

with the rules and regulations may result in Tenant losing all or part of the damage/ cleaning deposit.

PARKING:

Park only in designated areas. Load or unload equipment at the front or back door only.

SMOKING:

SMOKING IS NOT ALLOWED INSIDE THE EVENT CENTER OR OUTSIDE WITHIN 25 FEET OF ANY EXTERIOR DOOR.

ALCOHOLIC BEVERAGES:

Use of alcoholic beverages in the gymnasium must be in accordance with state law and local regulations. A permit or certificate must be provided prior to function. Renter will have a plan to control alcohol distribution for the safety and well being of those attending. Serving alcohol to anyone under the legal drinking age of 21 is illegal and prohibited.

FOOD SALES:

If food is to be sold on the premises, a permit must be obtained from the county prior to the function.

RENTAL USAGE & SAFETY:

1. Renter must follow direction of law enforcement up to and including shutting down a party. If law enforcement requests tenant to vacate and end the function, the Renter and guests must vacate the premises. There will be no refund of rental fees should this occur.

2. Renter shall make a preliminary inspection of the facility before use and report any damage or needed repairs immediately to FOCS.

3. Renter should familiarize themselves and their guests with the location of the fire exits, alarms, and extinguishers.

4. There are chairs and banquet tables available for use at no charge. These must be cleaned and returned to storage. Renter's equipment and supplies for the event may only be in the building during the designated rental period.

5. The building (including restrooms) must be returned to its original condition - clean and free of damage.

6. DO NOT nail, staple, or tape anything to the existing walls or woodwork. THOROUGHLY clean all appliances used during rental - **including all tables and chairs**. Remember, Renter is responsible for any supplemental cleaning/damage beyond the \$400.00 cleaning/deposit required.

7. No open flame candles.

8. DO NOT mop the floors, just sweep them clean.

A building inspection will occur within eight (8) hours of the rental. Costs incurred by FOCS for additional cleaning or repair will be deducted from the building damage/cleaning deposit and balance billed Renter if cleaning/damage exceeds \$100.00 per room.

NOISE LEVELS:

Noise levels shall be such that they not be offensive to adjoining/nearby residents.

Renter is required to vacate building by 10:00 PM. When the noise level exceeds regulations, the Renter may be issued a citation by the police. If this occurs, the security deposit may not be returned.

EMERGENCY INFORMATION

In case of an emergency call 911.

**The location of the school is
810 SR 101, Chinook, WA 98614.**

**In case of FIRE, evacuate the
premises immediately and call 911.**

IT IS THE RESPONSIBILITY OF THE RENTER TO RETURN THE RENTED ROOMS TO THE CONDITION IN WHICH THEY WERE FOUND. PLEASE REVIEW THE FOLLOWING CHECKLISTS AND REPORT ANY DAMAGE TO FOCS (360-244-FOCS).

General Checklist

- Check men's & women's bathrooms for cleanliness, and close doors.
- Floors swept (do not mop)
- Trash taken off site (including bathroom trash) or make arrangements for garbage pickup through Peninsula Sanitation.
- Remove personal items
- Tables/chairs cleaned & stored as directed
- Windows closed

Kitchen Checklist

- All trash removed'
- Floors swept (do not mop)
- All appliances cleaned
- Countertops cleaned
- Dishes/utensils cleaned and stored
- Sinks cleaned
- Ovens and stove top turned off

