|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** |  |  |  |  |  |  |  | PH_Logo_1in300dpi .jpg   |  | | --- | |  | |  |  |
| Event: |  | | | |  | Make an "X" here for your | | | |  |
| Org/Name: |  | | | |  | deposit to be mailed, otherwise | | | |  |
| Address: |  | | | |  | it will be shredded. | |  |  |  |
| phone: |  | | | |  |  |  |  |  |  |
| e-mail: |  | | | |  |  |  |  |  |  |
| |  | | --- | |  | |  |  |  |  |  |  |  |  |  |  |
| **2** | PEACE HOUSE AND SOUTH MOUNTAIN FRIENDS MEETING, Landlord, agrees to let to: | | | | | | | | |  |
|  |  | | | , User, for the purpose of: | | | |  | | |
|  | the following facilities: | |  | | | | on day(s) |  | | |
|  |  | | | |  | from: |  | to: |  |  |
| **3** | User agrees to pay: | |  |  |  |  |  |  | **Totals:** | **(or write in)** |
| |  | | --- | | please | |  | $35 Upstairs - Large Meeting Room - First 2 hours | | | | | | | $0.00 |  |
| put a # |  | $25 Upstairs - Counseling Room - First 2 hours | | | | | |  | $0.00 |  |
| by choice |  | $30 Upstairs - Kitchen - First 2 hours | | | | | |  | $0.00 |  |
| to show |  | $25 Downstairs - Blue Heron Room - First 2 hours | | | | | | | $0.00 |  |
| day(s) used |  | $25 Downstairs - Sun Room - First 2 hours | | | | | |  | $0.00 |  |
|  |  | Additional Hours: $10 each after first 2 hours | | | | | | | $0.00 |  |
|  |  | for other: |  | | | | |  | $0.00 |  |
|  |  |  |  |  |  |  | **Rent Total:** | | **$0.00** |  |
| Refundable Security Deposit **PLEASE WRITE SEPARATE CHECK** | | | | | | | |  | **$100.00** | **$100.00** |
|  |  |  | **Grand Total:** | | | | |  | **$100.00** |  |
|  |  |  |  | **DUE IMMEDIATELY:** | | | |  | **$100.00** |  |
| **4** | The refundable security deposit, in addition to 50% of the rental fee, must be received | | | | | | | | | |
|  | in order to hold your reservation. Please send the amount due immediately. The balance | | | | | | | | | |
|  | must be received at least 7 days prior to event. You are also welcome to pay in full. | | | | | | | | | |
| **5** | The security deposit will only be cashed in the unlikely event of damages incurred by | | | | | | | | | |
|  | the renter, and will not in any case be used toward rental fees. | | | | | | | | | |
| **6** | Cancellations made at least 7 days in advance will receive a full refund. Cancellations | | | | | | | | | |
|  | made less than 7 days in advance will receive a 50% refund. | | | | | | | | |  |
| **7** | Recurring renters may operate for up to 1 year under initial contract and deposit. | | | | | | | | | |
| **8** | The User will hold harmless the Landlord for any and all injuries in conjunction with | | | | | | | | | |
|  | this agreement or the use of the premises. For the User’s protection, it is suggested | | | | | | | | | |
|  | that they carry their own liability insurance. The User has read and agreed to the "Rules | | | | | | | | | |
|  | Governing Use of PEACE HOUSE/SOUTH MOUNTAIN FRIENDS MEETING Facilities." | | | | | | | | | |
| **9** | User will not assign the right of this agreement to any other party without written | | | | | | | | | |
|  | consent of Landlord. | | | | | | | | |  |
| **10** | The following provisions apply: | | | |  |  |  |  |  |  |
|  |  | | | | | | | | |  |
| **PH/SMFM, LANDLORD:** | |  | | |  | **DATE:** |  | |  |  |
| I certify that I have read the Policy Governing Use of PH/SMFM Facilities and Closing Procedure | | | | | | | | | | |
| Checklist. I agree to all the above conditions and acknowledge that I have the authority and do | | | | | | | | | | |
| accept responsibility for my group/organization, including clean-up after use. | | | | | | | | | | |
| **USER:** |  | | | |  | **DATE:** |  | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **BUILDING USE POLICY** | | | |  |  |  |
| *This building is a place of worship.* | | | | | | | | | | |
| *We appreciate your respect for and care of this facility.* | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |
| **RULES GOVERNING USE OF PEACE HOUSE / SOUTH MOUNTAIN FRIENDS MEETING FACILITIES** | | | | | | | | | | |
| **1** | No food or drink except water is permitted in the main meeting room. | | | | | | | | |  |
| **2** | No loud music or drums. No music after 10 PM. | | | | | | | | |  |
| **3** | Children must be under direct adult supervision at all times. | | | | | | | | |  |
| **4** | Please do not open windows. Adjust thermostat located in large room. | | | | | | | | |  |
| **5** | Observe handicap parking restrictions. | | | | | | | | |  |
| **6** | There is no street parking opposite the building. | | | | | | | | |  |
| **7** | Please use only the rooms you have paid to use. | | | | | | | | |  |
| **8** | No smoking or firearms are allowed in the building. | | | | | | | | |  |
| **9** | Guide dogs or other Assistive animals are the only animals permitted inside. | | | | | | | | |  |
| **10** | This is a scent-free facility to respect those with asthma/allergies. No incense | | | | | | | | |  |
|  | or perfume. | |  |  |  |  |  |  |  |  |
| **11** | Use by political organizations or persons running for political office: The | | | | | | | | |  |
|  | following disclaimer shall be included in material handed out at the event | | | | | | | | | |
|  | and/or orally at the beginning of the event: "Neither PEACE HOUSE nor SOUTH | | | | | | | | |  |
|  | MOUNTAIN FRIENDS MEETING can, or does, endorse any political candidate." | | | | | | | | |  |
|  | We are, however, pleased to rent our facility for civic purposes. | | | | | | | | |  |
| **12** | Special Instructions: | |  | | | | | | |  |
|  |  | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **CLOSING PROCEDURE CHECKLIST** | | |  |  |  |  |  |  |  |  |
| **□** | Vacate by 11 PM. | | | | | | | | |  |
| **□** | Place meeting room chairs in a double-concentric-circle with no chairs stacked. Inner | | | | | | | | |  |
|  | circle of 16-18 chairs. | | | | | | | | | |
| **□** | Clean up after use, especially kitchen and bathrooms. | | | | | | | | | |
| **□** | If you’ve used dishes, please rinse and add to the dishwasher. If it’s substantially full, | | | | | | | | |  |
|  | please start the “Normal” dishwashing cycle. | | | | | | | | | |
| □ | Check stove. Clean and unplug coffee pots and other appliances. | | | | | | | | | |
| **□** | Turn off all lights except front porch light. (Note the main room dimmer light has an | | | | | | | | |  |
|  | OFF switch below the sliding bar.) | | | | | | | | | |
| **□** | Check windows and lock all doors to outside. Lock the front door with deadbolt and | | | | | | | | |  |
|  | leave through side door of main meeting room. | | | | | | | | | |