|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** |  |  |  |  |  |  |  | PH_Logo_1in300dpi .jpg

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| --- |
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 |  |  |
| Event:  |   |  | Make an "X" here for your  |  |
| Org/Name: |   |  | deposit to be mailed, otherwise |  |
| Address: |   |  | it will be shredded.  |  |  |  |
| phone: |   |  |   |  |  |  |  |
| e-mail: |   |  |  |  |  |  |  |
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 |  |  |  |  |  |  |  |  |  |  |
| **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)** |
|

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| --- |
| 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:  |   |  |
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|  |  |  |  |  |  |  |  |  |  |  |
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| **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. |