

## East Whatcom Regional Resource Center Lessee Requirements

- The building *must* be opened *and* closed by an authorized key holder. Should your event end early please contact the assigned closer *and* stay until they are scheduled to arrive.
- All rental fees for one time scheduled use are due at the time the reservation is made.
- One time use cannot be scheduled more than one year in advance.
- All rental fees for weekly scheduled use are required to be paid monthly and in advance.
- Weekly use of facilities may not be scheduled more than 6 months in advance.
- Opportunity Council reserves the right to cancel reservations 90 days in advance of scheduled events, with full refund.
- Weekend lessee rates apply to all holidays
- A lessee who utilizes the facility beyond their allotted time may be asked to leave and or charged double the rental rate if the space is scheduled for another party.
- Cancellations made more than 14 days prior to arrival will result in a refund of the rental fee less a \$25.00 accounting fee.
- Cancellations made less than 14 days prior to arrival will result in forfeiture of the rental fee, unless the facilities are rebooked, less a \$50.00 accounting fee.
- No helium balloons or other "floating" items allowed in the building.
- Alcohol may be consumed only under the following conditions: as approved by EWRRRC Staff, only after the appropriate permits have been acquired by the lessee, only when the lessee has paid the \$60 per day fee, and only on Friday, Saturday, and Sunday.
- The kitchen may only be utilized under the following conditions: as approved by EWRRRC Staff, only after the appropriate permits have been acquired through the Whatcom County Health Department, only once lessee agrees to the clean-up policy listed below and posted above the preparation sink in the kitchen, and only once the lessee has paid for kitchen usage.
- All renters/users and their invitees use the building at their own risk and save harmless the anchor tenant and owner.
- All damages are the sole responsibility of the renter/user(s) of the facility.

### **CLEAN UP AND DAMAGE POLICY FOR EWRRRC:**

- It is the responsibility of the lessee to maintain the facility in a safe and sanitary condition.
- Upon completion of an event in an Activity Room:
  - Tabletops & chairs should be wiped off and clean of any debris.
  - All chairs and tables should be folded and placed back onto the rack that they were taken from.
  - The dry erase boards should be wiped clean and all other decorations should be taken down.
  - The floors must be swept or in AR3 vacuumed and mopped.
  - Any dishes or kitchen utensils must be washed.
  - Gather all garbage from the activity room and discard it in the large garbage container located in the hallway custodial closet outside of the activity rooms.
  - Put new garbage bags in all garbage containers in Activity Room.
  - Turn off lights, and close and lock all doors.
- Upon completion of an event in the Project Room:
  - Any chairs that were brought into the room should be folded and placed back onto the chair rack.
  - If the tables and chairs were moved they should be put back into the arrangement they were found in.
  - Tabletops and the countertop should be wiped off and clean of any debris.
  - The dry erase board should be wiped clean and all other decorations should be taken down.

# East Whatcom Regional Resource Center Lessee Requirements

- The floors must be swept.
- Any dishes or kitchen utensils must be washed.
- Gather all garbage from the project room and discard it in the large garbage container located in the hallway custodial closet outside of the activity rooms.
- Put new garbage bags in all garbage containers in the project room.
- Close blinds, turn off lights, and close and lock the door.
- Upon completion of an event in the Kitchen:
  - Go over the Kitchen Inventory Checklist and add to it if needed.
  - All dishes and/or kitchen utensils must be washed. Dishwasher fan MUST be on when dishwasher is in use. Turn off dishwasher and fan before leaving.
  - Turn off stovetop, oven, warmer, and hood fan.
  - Remove any leftover food before leaving.
  - The floors must be swept.
  - Wipe down countertops and sinks. Run garbage disposal while water is running.
  - Gather all garbage and discard it in the large garbage container located in the hallway custodial closet outside of the activity rooms or in the case of large amounts of garbage.
  - Put new garbage bags in all garbage containers in kitchen.
  - Turn off lights, and close and lock all doors.
- The lessee will be billed for all damages and cleaning costs should the above requirements not be met.

## COMMERCIAL USE POLICY FOR EWRRRC:

- Any lessee who intends to use the facility for commercial purposes must disclose this at the time of request for a rental application and pay the rates according to the Commercial Use Special Events fee schedule.

## AFTER HOURS ASSISTANCE:

If the facility is locked at the scheduled time of your event, please call the EWRRRC Coordinator at 360-788-4484 or 971-236-1799. If after leaving a message at these numbers you do not hear back in a timely manner please call at 360-988-6116 or our volunteer open/closer at 360-599-1150. We apologize for any inconvenience in advance.

Signature of renter \_\_\_\_\_ Date \_\_\_\_\_

Signature of Building Representative/Witness \_\_\_\_\_ Date \_\_\_\_\_