

East Whatcom Regional Resource Center Lessee Requirements

PLEASE NOTE

- Masking is optional in the building at this time unless otherwise directed by a health authority.

1. The Opportunity Council (OC) allows organizations, groups, and individuals to use meeting spaces when those spaces are not needed for OC or government programming as long as it does not disrupt East Whatcom Regional Resource Center (EWRRC) programming.
2. Reservations are limited to one per week for groups or individuals. Such permission is revocable and does not constitute a lease.
3. Reservations are made on a first come first served basis, scheduled no more than 24 weeks in advance.
4. In the rare circumstance the OC needs to cancel a reservation, a full refund of fees will be given.
5. OC reserves the right to deny applications for use based on the availability of space, staff, frequency of use or as deemed necessary.
6. Use of EWRRC space is available on equal terms regardless of beliefs or affiliations of individuals or groups requesting use.
7. Permission to use space at the EWRRC does not constitute OC endorsement of any program presented or any viewpoints expressed. Advertisements or announcements implying such endorsement are not permitted. The EWRRC may elect to provide notification to the public about a group's meeting or activity.
8. All activities conducted at the EWRRC must comply with all federal, state, and local laws and are subject to rules, policies and procedures of EWRRC.
9. The EWRRC reserves the right to have representatives attend any meeting held in its facilities to ensure no unlawful activities are occurring on the premises.
10. 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.
11. All rental fees for one time scheduled use are due at the time the reservation is made.
12. All rental fees for weekly scheduled use are required to be paid monthly and in advance
13. Weekend lessee rates apply to all holidays.
14. 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.
15. Cancellations will result in a refund of the rental fee less a \$25.00 accounting fee.
16. No helium balloons or other "floating" items allowed in the building.
17. Alcohol may be consumed only under the following conditions: as approved by EWRRC 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.

18. The kitchen may only be utilized under the following conditions: as approved by EWRRC Staff, only after the appropriate permits have been acquired through the Whatcom County Health Department, only once lessee agrees to the clean-up policy posted above the preparation sink in the kitchen, and only once the lessee has paid for kitchen usage.
19. All renters/users and their invitees use the building at their own risk and hold harmless the anchor tenant and owner.
20. All damages are the sole responsibility of the renter/user(s) of the facility.
21. Use of the EWRRC facilities by any individual or group signifies acceptance of the terms of this document and the guidelines for room use.

TYPES OF USE (DEFINITIONS):

- **Non-Commercial Use:** No admission fee is charged, in advance or at the door, and no donations of money or other property will be solicited. No products or services may be advertised, solicited or sold.
- **Commercial Use:** Meeting or event may charge admission, class fees, sell tickets or other items, solicit donations or promote a commercial business. Examples include classes or services which charge fees, fundraisers, performances which charge admission, and any event that includes food or merchandise vendors. All commercial use must be disclosed at the time of reservation.

FEES:

- Non-commercial use is free during EWRRC business hours. The EWRRC is typically open Mondays, Wednesdays, & Fridays 9AM-4PM as well as Thursdays 12noon-7PM.
- Use of either type, outside business hours, will be paid use.
- Rental fee may be waived by applying for sponsorship by the East Whatcom Community Council (EWCC).
- Damage fees will be charged for any cleanup or repairs needed following use.

CLEAN UP AND DAMAGE POLICY FOR EWRRC:

- It is the responsibility of the lessee to maintain the facility in a safe and sanitary condition.
- Upon completion of any event clean up procedures must be followed. These procedures can be found posted in each room.

AFTER HOURS ASSISTANCE:

If the facility is locked at the scheduled time of your event, **please call the EWRRC Coordinator at 360-603-5030 or 971-236-1799** If after leaving a message at these numbers you do not hear back in a timely manner please call our volunteer open/closer at 360-599-1150. We apologize for any inconvenience in advance.

I have read and agree to the terms of this agreement.

Signature of renter _____ Date _____

Signature of Building Representative/Witness _____ Date _____