



## **The Gathering Place Rental Policy**

The overall principle for The Gathering Place (TGP) Rental Policy is to responsibly make the greatest use of the facility as a service to the island and surrounding communities. This policy recognizes that The Gathering Place is available to all without regard to religion, gender, race, ethnicity, economic or social status, sexual identity, or sexual orientation. The Gathering Place Rental Policy is to be followed by all who use the facilities.

### **General Use Policies**

1. All groups or individuals requesting use of TGP facilities, must complete and submit a TGP Rental Form. TGP reserves the right to approve or decline any request for usage.
2. Reservations must be made seven days prior to the event. However, every effort will be made to accommodate scheduling requests.
3. All renters shall appoint at least one contact person(s) identified as such on the TGP Rental Agreement. The Gathering Place will identify a representative who will serve as an Event Host.
4. The Event Host is responsible for allowing building access to renters and ensuring the facility is locked after the event. If an Event Host is unavailable, the provided contact person(s) will be trained in Event Host procedures. The contact individuals will also act as the point of contact for any questions, issues, situations which may arise, and will be able to respond appropriately in the event of an emergency.
5. A deposit is required to hold the date for the event and to cover any extra cleaning. Users are financially responsible for the costs of any damage or extraordinary cleaning needed resulting from their use of the facility.
6. The Gathering Place will not be responsible for any accidents, injuries or the loss/damage of personal property that may occur on the premises. Any use of the facility requires the user to sign a “hold harmless agreement”. The user will be required to provide proof of a minimum \$1,000,000 liability insurance for the event. A certificate of insurance may be requested through a user’s homeowners insurance, or one day event insurance may be purchased online at <https://www.theeventhelper.com/>

### **Building Use Rules**

1. The use of drugs, tobacco, or alcohol shall be consistent with State of Washington and Federal laws. No smoking indoors or within 25 feet of any building. Refer to the Alcohol, Drug and Tobacco Policy.
2. Activities are confined to the space and time reserved and/or assigned in the Rental Agreement and shall not exceed the capacity limits of requested facility areas.

3. No alterations to the walls (tacks, nails, tape, etc), fixtures or furniture are allowed.
4. Clean-up is the responsibility of the user unless prior arrangements are made. All facility areas must be left in the same condition as found.
5. Thermostat settings are not to be altered by anyone other than the Event Host.
6. Payment of all fees and deposits must be made in advance of the function.
7. Failure to notify less than seven days ahead of cancellation will result in forfeiture of deposit.
8. Users must, at all times, provide safe and responsible supervision of children.
9. Children must always be in the eyesight of a parent or childcare provider.
10. Kitchen use training is required for all kitchen renters. Contact persons must receive kitchen use training prior to event and oversee kitchen activity during event.
11. The use of spaces not requested on the Rental Form will result in additional fees being charged.
12. Use of tables, chairs and TGP on-site equipment is included in the rental fee. Prior approval is required to take any equipment outside.
13. All activities conducted in the facility must not disturb the neighborhood nor violate any noise regulations. The individual or group reserving the facility will be responsible for any noise violations that may occur.
14. Alcoholic beverages are allowed in accordance with the Alcohol, Drug and Tobacco Policy. Renter is responsible for and required permits.
15. Follow all posted signs, including instructions related to the facility.
16. Set up of renter's equipment or decorating must be pre-approved by the staff and is the responsibility of the user. The use of glitter is prohibited.

By signing below, I understand and agree to the Terms and Conditions as they have been laid out in this form.

**Rental Party or Authorized Representative**

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

**The Gathering Place Representative**

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_