

NICHOLS COMMUNITY CENTER RENTAL AGREEMENT

Name:

Address:

Phone Number: Email Address:

Purpose of Rental:

Date(s) Rented For: Hours Rented: Rental Fee Due: \$

Key Number Assigned: Security/Damage/Cleaning Deposit Due: \$

REQUIREMENTS & RULES

1. You must be at least 21 years of age to rent the facility. Proof of age may be requested.
2. Access to the building is only allowed during **paid** rental dates & times, as noted below. Additional set-up time must be prearranged with FICRA, on a \$40.00 per hour basis. **The Nichols Community Center and Grounds must be vacated by 11:00pm.**
3. FICRA will supply paper towels, toilet paper and trashcan liners. Renter supplies all other paper products.
4. Access to the storage closets, and their contents, in the two small classrooms is not allowed.
5. Do not drag tables or chairs across the floors. **PLEASE CARRY THEM.** Do not take blue painted furniture outside.
6. Do not use nails, tacks or staples **anywhere**, including gazebo. Do not use any tape that leaves a mark or residue. You may use existing nails or hooks over doors and stage. You may not use birdseed, rice or confetti. Use only dripless candles.
7. Live and/or recorded music (example: Disc Jockeys/Bands/PA Systems) must be played inside the building.
8. All chairs, tables and décor (artificial trees and shrubs) are to be put back where they are stored. Put kitchen dishes and utensils away. Leave all soiled towels, washrags and potholders on the kitchen counter.
9. Take all your items out of the refrigerator, freezer and oven. Do not leave any food behind. Wipe down insides of refrigerator, microwave, and oven. Wipe down kitchen counters and stove top. Dispose of unused ice in the bushes behind the fire pit, **not on the lawn by the back deck.**
10. Make sure all the lights are turned off upon leaving. Make sure the furnace is turned down to 50 degrees upon leaving.
11. Make sure **all** the windows & doors are closed & locked upon leaving. Leave the drapes open in all rooms.
12. Renter understands and agrees that if alcohol is to be served at the Nichols Community Center that a Banquet Permit, if required by law, must be obtained in the renter's name and that service of alcohol by renter will be in accordance with Washington state law. FICRA assumes no liability for the service of alcohol by renter.
13. Renter agrees to defend and indemnify FICRA, to include reasonable attorney's fees and costs, from any claim against FICRA arising out of renter's service of alcohol, and/or any other activities that may occur during your rental.
14. FICRA is not responsible for loss or theft of property or personal items left on the premises before, during, or after the rental period. Renter is responsible for meeting any party rental business for drop off or pick up of rented items.
15. **TAKE ALL OF YOUR TRASH WITH YOU** at the end of your rental, and replace all trashcan liners. Pick up all trash on outside grounds, ball field, flower beds, playground, parking lot and fire pit, including any dropped cigarette butts. You will be charged \$5.00 per cigarette butt if FICRA has to clean them up from the grounds.
16. All personal signs leading to the facility between Highway 16 and the facility must be removed by the renter within 72 hours after the event. Failure to do so will result in a \$50.00 forfeiture of the Security/Damage/Cleaning Deposit.
17. Do not drive or park on the front or rear lawn. Evidence of having done so will result at a minimum of forfeiture of the entire amount of the Security/Damage/Cleaning Deposit.
18. Any and all damage to the buildings, grounds, lawn, trees, shrubbery, indoor or outdoor furniture, appliances or other appurtenances and any and all equipment during your rental or clean up period may result at a minimum of forfeiture of the entire amount of the Security/Damage/Cleaning Deposit up to and including full replacement costs, including labor.
19. The building and grounds must be left clean and undamaged. If not, you will forfeit your deposit. If the Rental Coordinator is required to make additional trips to ensure cleanliness of the Center, you will be charged \$50.00 per additional trip.
20. **Cleaning services are charged at the rate of \$50.00 per hour, plus damages.**
21. Additionally, disregard of these rules may result at a minimum of forfeiture of the entire amount of the Security/Damage/Cleaning Deposit. Renter is responsible for ensuring that all guests adhere to the above rules.
22. The Security/Damage/Cleaning deposit of \$500.00 is refundable when all of the above requirements have been met.
23. A \$30.00 fee will be imposed on all returned checks. Lost key charge of \$175.00.
24. **Checks made payable to FICRA.** (P.O. Box 25, Fox Island, WA 98333). We do take PayPal.

Signature: _____ Date: _____

I agree to abide by these rules in exchange for rental privileges as set forth.

Revised 09/08/10

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**THIS IS A NON SMOKING BUILDING
ANIMALS ARE NOT ALLOWED INSIDE THE BUILDING**

Rental Pricing

Description	Island Residents**	Non-Residents	Non Profit Orgs.
Half Day Rate* 0 - 4 hours, Auditorium or whole building use, for meetings, small parties, etc.	\$150.00	\$250.00	\$150.00
All Day Rate** 4 - 12 hours, Auditorium or whole building use, for wedding receptions, larger parties, etc.	\$300.00	\$500.00	\$300.00
Security Deposit	\$500.00		
Lost Key Fee	\$175.00		
<p>*Half Day and Daily Rate is for <u>Auditorium use</u>, whole building rentals. Includes full kitchen use (Coffee, snacks, parties and receptions).</p> <p>NOTE: Since the Center is a public place, members of the public may be using the outdoor space at the Center during your event. However, paid renters have priority use of the outdoor facilities, such as the gazebo, fire pit and grounds. If you are planning on using the outdoor facilities, please let the rental coordinator know when you schedule your rental.</p> <p>**To qualify for the Fox Island resident rates, you must be a paid member of FICRA.</p> <p style="text-align: center;">Rates effective December 5, 2008 Form revised June 14, 2011</p>			

Nichols Community Center 690 9th Ave, Fox Island, WA 98333
 The Fox Island Community & Recreation Association (FICRA) is a non-profit community organization.
 The rental rates reflect the cost of maintenance, heat, light & facility upkeep only.
 We appreciate your support and help in maintaining our community meeting center.

Website: www.Ficra.org

To reserve your date, this form must be received with full payment no later than

Final inspection scheduled for

- Keep this copy for your records
- Return this copy