

## Nichols Community Center Rental Agreement

690 9<sup>th</sup> Avenue, (mail to P.O. Box 25) Fox Island, Washington 98333

**--This is a non-smoking facility. No animals are allowed inside the building (but service dogs)--**

Name: \_\_\_\_\_ Home & Cell Phones: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Purpose for Rental: \_\_\_\_\_

Event Date: \_\_\_\_\_ Half Day (9 AM to 3 PM or 4 PM to 10 PM) or Full Day (circle one)

Responsible/Attending/Paying person (must meet all three) is a FICRA Dues Paying Member? YES/NO (circle one).

Number of persons attending: \_\_\_\_\_ No. tables needed: \_\_\_\_\_ No. of chairs needed: \_\_\_\_\_

Designated Contact Person Day of Event: \_\_\_\_\_

NAME & CELL PHONE

### Requirements and Rules

#### 1. TRASH

- a. There is no garbage service. Everything brought in must be taken out by the renter.
- b. **NO tape or tacks to be used on the walls. Hangers are available for using the picture rail on the walls. Ask the rental coordinator for these.**

#### 2. BUILDING, GROUNDS & FURNITURE

- a. Access to the building is allowed during paid rental date and times as stated herein. Additional set-up and/or cleanup time must be pre-arranged and may incur an additional expense.
- b. Absolutely no driving or parking on any grass area WITHOUT EXPRESS PERMISSION.
- c. The person limit in the Auditorium is 80 with tables and 150 with just chairs.
- d. The Nichols Community Center and grounds must be vacated by 11:00 pm. **Allow for cleanup time!**
- e. Access to storage closets and their contents in the two small classrooms is not allowed.
- f. Live and recorded music must be played inside (example disc jockeys/bands/PA Systems).
- g. FICRA is not responsible for loss or theft of property or personal items left on the premises.
- h. Renter is responsible for meeting any party servicing the event and for drop off or pick up of rented items. Note that the kitchen is not a certified food preparation facility.
- i. Do not drag tables across floors – carry them to move them. No tables or chairs are to be taken outdoors. No ice chests or similar wet containers indoors.

#### 3. ALCOHOL & FOOD PREPARATION

- a. Renter understands and agrees that if alcohol and/or food 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, for alcohol, and that food service will be in accordance with the Washington state law. FICRA assumes no liability for the service of alcohol or food by renter.

#### 4. DAMAGE DEPOSIT:

- a. The building, grounds, furniture, appliances, landscaping, or other appurtenances must be left clean and undamaged as detailed in the Rental Checklist on the back of this document. If not, you will forfeit your deposit and be responsible for any replacement/repair costs above that.
- b. Any room where food was present must have floors damp (not wet) mopped and dried.
- c. All personal signs leading to the facility between Highway 16 and the facility must be removed within 48 hours after the event.
- d. If the Rental Coordinator is required to make additional trips to ensure cleanliness of the NCC, you will incur charges up to \$50.00 per additional trip.
- e. Cleaning Services are charged at the rate of \$50.00 per hour, plus damages.

- f. The security/damage/cleaning deposit (normally \$500) is refundable when all of the above requirements have been settled. A \$30.00 fee will be imposed on all returned checks. Lost key charge is \$175.
5. **CANCELLATION:** Cancellation within 14 days of reserved date requires forfeiture of one-half of the rental fee.
6. **INSURANCE, INDEMNIFICATION, & LIMITATION OF LIABILITY:** 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 subject rental. Renter is required to obtain a Certificate of Insurance with a minimum of \$1,000,000 liability with **"Additional Insured"** stating both **FICRA Building Trust** and **FICRA, PO Box 25, Fox Island WA 98333**. Certificate must be provided to FICRA a minimum 10 days prior to event.

I am at least 21 years old and I agree to abide by these rules in exchange for rental privileges as set forth.

**Renter Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Coord. Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Rental Fee:** (due at time of reservation) \$ \_\_\_\_\_ Check (check # \_\_\_\_\_) or PayPal (circle one).

**Damage Deposit of \$500.00:** (due between 10 and 45 days before event) Check (check # \_\_\_\_\_) or PayPal (circle one)  
Deposit & insurance(see item 6) receipts confirmed: Coordinator: \_\_\_\_\_ Date \_\_\_\_\_

Agreed access time: \_\_\_\_\_ Agreed vacate time: \_\_\_\_\_ Any special setup or cleanup times? \_\_\_\_\_

**\*\* MAKE CHECKS PAYABLE TO "FICRA BUILDING TRUST" \*\***

**Opening checklist (to be completed at time of access)**

- \_\_\_\_\_ Ask how the renter learned of our facility.
- \_\_\_\_\_ Conduct walk through for inspection of overall condition of facility
- \_\_\_\_\_ Rooms were clean and ready for rental
- \_\_\_\_\_ Restrooms and kitchen were clean and ready for rental
- \_\_\_\_\_ Garbage cans supplied by FICRA were empty with fresh and spare bags in place

Any concerns or existing damages to be listed here:

**Renter initial:** \_\_\_\_\_ **FICRA Rep. initial:** \_\_\_\_\_

**Closing checklist (to be completed at time of checkout)**

_____ Entire rental group was out at scheduled time	_____ Tables are returned as directed by rental coordinator
_____ Sink, stove and counter top wiped down and clean	_____ Chairs are left as directed by rental coordinator
_____ Soiled towels to be left on kitchen counter	_____ Mops and large garbage containers are returned to utility hallway
_____ Refrigerator is cleared of renter's food and is clean	_____ No breakage or damage
_____ Dishes are washed and put away	_____ All outdoor areas used by the renter are clean
_____ Garbage is removed from building	_____ fire pit fire extinguished
_____ Outdoor cigarette bucket is emptied	_____ Lights are off (including gazebo light switch)
_____ Restrooms are clean	_____ Furnace turned to 60 degrees
_____ All decorations are removed	_____ Key is returned
_____ Chalkboards are erased	_____ All five doors are securely shut (Do not slam! Close and pull firmly on the end of the handle)
_____ Floors are swept and mopped where needed	
_____ Painted furniture is in the auditorium	

**Comments:**

**Rental Coordinator signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Renter signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## NICHOLS COMMUNITY CENTER 2016 RENTAL RATES (Note 1)

This is a non-smoking building. Animals are not allowed inside the building (except for service dogs),  
Location: 690 9<sup>th</sup> Avenue, Fox Island, WA 98333

The FICRA Building Trust is a 501.c.3 Washington non-profit corporation. The rental rates reflect the cost of maintenance, heat, light and facility upkeep. We appreciate your support and help in keeping our facility in the condition deserved of a building on the **National Historic Register**.

Website: [www.ficra.org](http://www.ficra.org)

Description	FICRA <sup>(2)</sup> Paid Member Rates	Non-paid member Rates	Non-Profit Rates
<b>Half-day Rates*</b>	\$300	\$400	\$350
<b>All-day Rates*</b>	\$500	\$650	\$550
<b>Security Deposit</b>	\$500		
<b>Lost Key Fee</b>	\$175		

\*Half-day and All-day rates include the use of the auditorium, kitchen, classrooms and North deck. Note that since the Community Center allows public access, there may be use by the public of the grounds. However, paid renters have priority use of certain outdoor facilities such as the gazebo and fire pit. Those, and certain areas of the grounds, may be reserved and marked off as a part of the rented space. Make the rental coordinator aware of such needs when you schedule your rental. Half day rentals are from 9 AM to 3 PM or 4 PM to 10 PM.

Notice: Renter is responsible, at renter's expense, to obtain any necessary permits required under local, county or state law/regulations for renter's use of the facility.

**Note 1:** FICRA Building Trust reserves the right to adjust the rental rates depending on the nature of the event and the size of the event.

**Note 2:** Paid FICRA Membership is only available to individuals who live or own property on Fox Island. The member who is recorded as payer on this rental contract is to be in attendance at the event, and is to be the source of the insurance rider.