



**Washington Neighborhood Center
License and Use Agreement
(For outside events/programs)**

This agreement is made and entered into on _____ 20_____, by and between the Washington Neighborhood Center (hereinafter referred to as WNC) and the following organization/individual (permitee).

Permitee: _____ Phone: _____ Email: _____

Name of Event/Program: _____

Name of organization or individual(s) sponsoring event:

Non profit organization For profit organization Individual(s)

The WNC agrees to provide to the permittee the space(s), facilities and materials indicated in Attachment A: Building Use Check List/Inspection Sheet for the purpose of:

on the following
date(s): _____
time(s): _____.

Permitee agrees to use only the areas of the facility indicated in Attachment A, plus the restrooms and hallways between indicated areas. Initial ____

Permitee must provide proof of insurance prior to use of the facility and must maintain such insurance in effect during the term of this agreement. Initial ____

Permitee agrees to pay a use fee in the amount of \$_____ per _____, and a cleaning deposit in the amount of \$_____ to the WNC (see Attachment B: Use Fee Schedule for guidelines). The cleaning deposit may be reduced or forfeited in an amount as is necessary to make repairs or clean the premises if the facility is not returned to the original or better condition at the end of each day that the facility is used, or if property is damaged during permittee's use of the facility. WNC and permittee will conduct an inspection to confirm the existing conditions of the facility. Any cleaning deposit paid shall be reimbursed in full upon satisfactory inspection by a WNC Board member or staff person at the termination of this use agreement. The cleaning deposit will be held by the WNC

as security for any damage that may occur and will be returned by mail within two weeks after termination of the event if no damage is assessed. Initial ____

Permitee acknowledges that use is at the explicit permission of WNC and that permittee must not take any actions to change or modify the facilities or equipment by their use without the prior express permission and written approval of the WNC. Initial ____

Permitee shall pay the use fee plus the cleaning deposit at the time that he/she signs this agreement. Thereafter, the use fee is due by the first of each month for continued use. If the first of the month falls on a day that the WNC is not open, use fee is due by the first business day following the first of the month. Initial ____

The permittee shall assume total responsibility and liability for the supervision and actions of all persons utilizing the WNC for the duration of use. (If facility is being used during regular open hours, this responsibility only applies to the areas of the facility specified in this agreement.) Permittee is responsible for replacement of any items stolen, damaged or lost during their use. Security arrangements must be approved by the Board of the WNC prior to their implementation. Initial ____

The permittee shall adhere to the WNC's policies and procedures including:

1. No alcoholic beverages or illegal controlled substances allowed in or around facility.
2. No one under the influence of alcoholic beverages or illegal controlled substances will be allowed in or around the facility.
3. No smoking in the facility.
4. No more than 100 people in the facility at one time.
5. Adequate supervision to ensure that no thefts occur at the facility.

Initial ____

If the WNC requests to use the facility during the days/hours the permittee requests to occupy facility, the permittee agrees to adjust their time or date of facility use, or opt to receive a pro-rated refund or discount on use fees paid or due. Advance notice of scheduling conflicts will be given verbally or in writing no less than 7 days prior to any requested day/time change. Initial ____

In the event that the WNC is closed for renovations or repairs, this agreement will be terminated and the permittee will be entitled to a pro-rated refund on use fees paid or due. The WNC will notify the permittee in writing of termination of the agreement due to renovation or repairs no less than 7 days prior to termination. Upon reopening after renovations, the WNC and permittee may choose to re-initiate agreement. Initial ____

Terms of this agreement are month-to-month. The WNC or the permittee may terminate the agreement without financial liability or penalty without cause if written notice is received no less than 30 days prior to the date of scheduled use. The WNC may terminate the agreement for cause immediately upon notice without financial liability or penalty to the WNC at any time if any terms of the use agreement are violated by the permittee or if parameters agreed upon by the WNC and the permittee are violated or the description of activities or conditions provided by the permittee are inaccurate or incomplete. The permittee may terminate the agreement by written notice without financial liability or penalty to the permittee if any terms of the use agreement are violated by the WNC. Initial ____

This agreement, which includes all attachments referred to above, constitutes the entire agreement between the parties and cannot be modified except in writing and signed by all the parties. WNC, nor any agent or employee of WNC, has not made any representations or promises other those set forth herein.

Board President, WNC

Date

Board Member Liaison**, WNC

Date

Permittee name (please print or type)

Permittee signature

Date

Complete signed copies should now go to the permittee, the Operations chair, the Treasurer and the office staff.

** This Board member will complete pre-inspection with the permittee and coordinate the opening and closing of the WNC for this event/program

Building Use Check List/Inspection Sheet

(use with pre-inspection**)

1) Rooms/Areas to be used

- Gymnasium/Basketball Court
- Multi-Purpose/Art Room
- Kitchen
- Library and/or Side Office
- Back Yard
- Other _____

2) Furniture/Equipment to be provided by WNC

- Tables # _____
- Chairs # _____
- Other _____

3) Exit/Entrance doors to be used

- Front
- Gymnasium
- Back yard to hall
- Back yard to Multi-purpose room
- Hall to Gymnasium

4) Opening/Closing of facility

Employee/Board Member opening: _____

Agreed Open time: _____

Employee/Board Member closing: _____

Agreed Close time: _____

5) Cleaning supplies to be provided

- Brooms # _____
- Dust Pans # _____
- Mops # _____
- Mop Bucket # _____
- Trash cans # _____
- Trash Bags # _____
- Other:

License and Use Fee Schedule

Per room, per day:

Gym/Basketball court:	\$250.00
Multipurpose/Art room:	\$250.00
Kitchen:	\$150.00
Library and side offices:	\$100.00 (Meetings only, \$20.00/hr staffing fee applies)
Backyard:	\$100.00

Use of entire facility* (gym, multipurpose room, kitchen and yard): \$650.00

*Entire facility rental does not include library or side offices

Non-profit organizations will receive a 25% discount. Scholarships may also be available.

Hourly rates (for use of 3 hours or less)

Gym/Basketball court:	\$50.00/hr
Multipurpose/Art room:	\$40.00/hr
Kitchen:	\$25.00/hr
Library and side offices:	\$30.00/hr (Meetings only, \$20.00/hr staffing fee applies)
Backyard:	\$25.00/hr

All whole day or after hours facility rentals will require proof of insurance. Individuals may be able to obtain a one-time rider on their homeowner's insurance.

All parties using the WNC facilities are required to ensure that the facilities used are left clean and undamaged. A cleaning and damages deposit of \$200 will be required for all use of the facilities. The deposit will be refunded upon satisfactory cleaning of facilities, with no damages. A WNC staff member or Board member must inspect the facilities after use before all or any portion of the deposit is refunded. Parties renting WNC facilities also assume liability for all costs in excess of the deposit.

All use agreements are subject to availability of space and staff, and must be approved by the WNC Board of Directors.