

We welcome your interest in renting our facility, located at 500 30th Avenue South, Seattle, WA 98144. Feel free to ask questions about your rental contract and tour the facility before the date of your event. It is important that you abide by these Building Use Policies. **For rental information, call 206-726-4926, ext. 201, Monday thru Friday, 10:30 am – 6:30 pm.**

RESERVATIONS: Reservations may be made a maximum of twelve months prior to the desired date, and will be accepted at the discretion of the Center staff. Reservations can be made via email, phone or in person. **A reservation will not be considered confirmed until a signed contract has been received and the non-refundable reservation fee of \$100 has been paid.**

TIME RESERVED: Reservations must include time needed for set-up, decorations, deliveries, preparation, and clean-up. **Parties arranging for building use are responsible for their own set-up and clean-up.** No refunds will be given for vacating the facility prior to the contracted time. If the facility is not vacated by the contracted time, additional charges will apply at the discretion of the Center staff. Rentals are available from 7:00 am to 11:00 pm seven days a week. **Church is held on Sunday's, rentals are available 3 pm to 9 pm.**

CANCELLATIONS: Cancellations made three weeks prior to the contracted date, will incur the reservation fee of \$100 and an administrative charge of \$25. Cancellations made with less than a two-week notice will incur the reservation fee, administrative charge and the building attendant fee stated on the contract prior to receiving a refund of rental fees paid.

DEPOSITS: To rent CASC facilities a non-refundable reservation fee of **\$100** must be paid. This fee ensures your reservation of the desired date, time and space within the center. **Reservations are not considered confirmed until the Reservation fee payment has been made. Additionally, a refundable Damage Deposit fee of \$250 is required and must be paid in full three weeks prior to the event date.** The Damage Deposit will be refunded within four weeks after your rental date. Deductions from the refund may be made for damage to the facility, Center equipment, improper cleaning, and/or failure to comply with rules, noise ordinances, and/or extended hours beyond those contracted.

SET-UP/CLEAN-UP: The facility must look the same when you leave as it did when you arrived. This may include removing decorations, returning the furniture to its original position, emptying garbage cans into our onsite dumpsters, picking up garbage left on the outdoor patio, wiping off tables and chairs, and sweeping, mopping, or vacuuming the floors. **Kitchen use:** wiping down the counters, sweeping, mopping and running dishes through the dishwashers. **Failure to return the facility to its original condition will result in the damage deposit being held.**

TABLES/CHAIRS: CASC can provide up to 15–60-inch Round tables which seat 8 & 15, 6 ft. Rectangle tables which seat 6-8 along with chairs. We also have card tables that seat 4 with chairs and bar stools that can seat 2. **Chair covers** are available in white (100) or silver (60). A variety of sashes that can be tied into bows are available in red, white, gold, silver and blue.

DECORATIONS: Renters must bring their own decorations. Use of Center equipment and decorations is prohibited. Please take care not to damage the walls or paint with thumb tacks, tape and adhesives. All candles must have adequate protection against fire and dripping. (Candle holders should be 2 inches higher than the flame.) **If the Kitchen is used, no Center serving utensils, cookware, or service ware may be used.** All decorations must be removed prior to vacating the facility.

BUILDING ATTENDANTS (BA): In addition to the contracted rental fee, every after-hours rental will pay \$20/hour for a BA to be present during the hours of their rental. For events with 75 or more attendees, two BA's will be required at a cost of \$40/hour. Renters should check in with the BA upon their arrival, and prior to vacating the premises after their rental. The BA will provide renters with a checklist to be signed off on prior to vacating the premises as to the fulfillment of set-up and clean-up responsibilities. Cooperation with the BA's is expected.

CODE OF CONDUCT: Only areas specifically stipulated in the contract shall be used. Smoking, improper language, or disruptive conduct within the Center are not permitted. If alcoholic beverages will be served, a **BANQUET PERMIT** must be purchased and displayed. Upon vacating the facility, parties are responsible for ensuring that guests leave the grounds and premises of the Center promptly.

NOISE: The City of Seattle requires that noise be kept to a minimum after 10:00 pm on weekdays and 11:00 pm on weekends. Your party is no exception. After these hours, events may not have amplified music or overly loud conversation (this is particularly an issue in the outdoor areas of the Center). Failure to comply with the noise ordinances or the instructions of a BA's may result in termination of the music by the BA, calling of the Seattle Police Department, or termination of the event before the contracted hours without a refund.

TEEN EVENTS: Events geared especially toward teenagers require that you take special care in following the Building Use Policies. The required ratio of chaperones to teen guests is 1:10. Special precautions to screen out uninvited guests may be needed. A guest list will help. All guests must vacate the premises immediately at the end of the event. Renters may be financially and legally liable for the behavior and well-being of everyone you admit.

CASC is located in a residential neighborhood, and we depend upon the goodwill of our neighbors and constituents. We are a community-based non-profit agency, not a commercial rental center. If you believe that you or your guests will have trouble abiding by these Building Use Policies, then we respectfully suggest that your needs may be better met elsewhere.

I acknowledge that I have read and understand these Building Use Policies. I understand that I may be financially and legally responsible for the behavior and well-being of myself, my event, and my guests.

Name: _____

Phone number: _____

Signature: _____

Date: _____