

eliminating racism
empowering women

ywca

clark county

room rental terms, conditions and agreement

Mission Statement – ywca clark county is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

The **ywca** does not discriminate based upon race, color, religion, ancestry, national origin, age, sex, sexual orientation, political belief, marital and veteran's status or the presence of any sensory, physical, or mental disability.

Groups using the **ywca** facility agree to use the space for activities that are not in conflict with the above stated values.

The Renter accepts responsibility for any injury to persons or property that is a result of the Renter's actions. The Renter agrees to reimburse the **ywca** for any damages to the property or costs incurred as the result of the Renter's actions. Renter agrees to protect and indemnify for costs, legal, and other expenses the **ywca**, its directors, and agents from all claims, liabilities related to or arising from any acts of omissions of such groups in use of **ywca** facilities. Proof of liability coverage may be required. The Renter shall only use the designated rooms as stated in the agreement.

The name of the renting organization must appear on all promotional material and in any news release concerning the event. All brochures, flyers, posters, and other types of publicity and all advertising, whether printed or electronic, must include a clear indication of the name of the group sponsoring the event scheduled in the **ywca**. Under no circumstances should communication of the fact that an event is being held at the **ywca** facility be structured so as to imply **ywca** sponsorship.

Nothing may be sold at the **ywca** facility without prior written approval of the **ywca** representative.

The **ywca** reserves the right to refuse the use of the facilities at the discretion of the **ywca** representative, Executive Director or the Board of Directors. Room use and rental policies are set, and may be changed as appropriate, by the **ywca clark county**.

The Facility Use Agreement is a binding legal contract.

application process

Facility Use Agreements may be obtained online at www.ywcaclarkcounty.org or, at **ywca clark county, 3609 Main Street, Vancouver, WA**.

Applications will also be mailed or faxed upon request. A completed application must be received at the **ywca** prior to use of the facility.

One-time events may be scheduled up to six months in advance. **Ongoing groups** may reserve space for an initial three months and then for up to 12 months after the trial period.

Social events (weddings, golden wedding anniversaries, family reunions, etc.) may reserve space one year in advance. Social events may only be reserved on Saturdays and Sundays.

Rental fees are due on, or before, the date of rental. Current fees and room capacity information can be obtained online at www.ywcaclarkcounty.org or, by contacting our office at 696-0167. A check should be sent with the attached rental agreement to the **ywca clark county, 3609 Main Street, Vancouver, WA 98663**. If you have arranged for your agency to be invoiced by the **ywca**, mark the appropriate box on the rental agreement form.

3609 Main Street
Vancouver WA 98663
hotline 360 695 0501
main/tdd 360 696 0167
facsimile 360 693 1864
ywcaclarkcounty.org

rental hours

The rooms may be scheduled for times between 8:00 A.M and 9:00 P.M. seven days a week. Time for set up and clean up must be included within the scheduled time. Renters and guests must exit the building promptly by 9:00 P.M.

alcohol or illegal drugs

Alcoholic beverages, illegal drugs or drug paraphernalia is not permitted on or around the **ywca** property. Intoxicated persons will be required to leave the facility immediately.

smoking

The **ywca** is a smoke-free facility. Smoking is not permitted anywhere inside the building. Smoking is permitted 25 feet from the outside north lobby door.

set up & clean up

Set up of tables and chairs is the responsibility of the Renter. The Renter will include set up and clean up time within the time scheduled for use of the facility. In addition, the renter will restore the room according to its original configuration. Failure to do so will result in a \$25.00 set up / restore fee.

Recyclables and garbage will be placed in the appropriate containers in the garbage enclosures at the east end of the north parking lot on 37th Street. Renters can obtain access to the receptacles from front desk security.

Decorating for an event must be done within the rental time period. Only ribbon or string may be used for attaching decorations. No tacks, tape, staples, wire or putty are allowed for attaching decorations.

The **ywca** does not have audiovisual equipment for rent or use by community groups.

food & beverages

Our Community Room kitchen is not licensed for commercial food preparation and is only to be used for the reheating of food. Renters may bring in food, plug in coffee pots and warming dishes or have food catered. Renter will ensure tables, chairs and carpets are wiped down in case of food or beverage spills. Cleaning supplies are kept under the sink in the Community Room kitchen.

conduct

It is the responsibility of the Renter to enforce compliance with the terms and conditions of this agreement by individuals attending the event sponsored by the Renter. The Renter agrees to be held responsible for the conduct and behavior of the persons in the rental group.

Renters agree to show respect for residents, staff, members, volunteers and other users of the **ywca** facility by:

- ◆ limiting noise level of the event,
- ◆ keeping participants within the rented areas,
- ◆ making sure restrooms and other public areas are left in reasonably clean conditions,
- ◆ making sure that shoes or other foot covering is worn by participants at all times, prohibiting animals in the building, with the exception of animals specifically for the use of a person with a disability.

Renters who display inappropriate conduct, such as loud talking, yelling, cursing will be asked to leave the building. Firearms or weapons are prohibited in the facility.

3609 Main Street
Vancouver WA 98663
hotline 360 695 0501
main/tdd 360 696 0167
facsimile 360 693 1864
ywcaclarkcounty . org

room rental agreement

Today's Date: _____

Group Requesting Use: _____

Address: _____ Phone: _____
Street City Zip

Contact Person: _____ Phone: _____

Email Address: _____

Room(s) Requested: _____

Community Room Board Room Large Group Room

Lunchroom Small Group Room

Use Date: _____ or Recurring Dates(s): _____

Start and ending time (include additional set up and clean up time if applicable)

From _____ To: _____

Actual start and ending time of event: _____

Approximate number attending: _____ Type of Activity: _____

Fee(s): _____

Total charge: _____

- Arrangements have been made to have the **ywca** invoice my agency.
 Special Childcare Accommodations requested (see Attachment A for details)

I hereby request the use of the above facility on the stated date(s), and agree to all terms, conditions, and rules of the **ywca clark county**. A \$50.00 fee will be charged if cancellation of room is not given within 72 hours of event.

Signed: _____ Date: _____
(Requesting individual/group representative)

Signed: _____ Date: _____
(**ywca clark county** Representative)

3609 Main Street
Vancouver WA 98663
hotline 360 695 0501
main/tdd 360 696 0167
facsimile 360 693 1864
ywcaclarkcounty.org