

## ROOM RENTAL POLICIES

### RENTAL PERIOD:

All set-up and clean-up must be included in the rental term. If the building is not vacated promptly at the expiration of the rental time, the police may be notified and appropriate action taken. If clean-up lasts past rental time, additional time at the rate of \$75 per fifteen minutes will be charged.

### ROOM USE/FURNITURE:

1. Rooms are rented "As Is." A list of furniture is available from the Rental Managers. Additional tables and chairs are available upon request. Please notify front desk staff if any additional furniture has been left in the room when you arrive.
2. Renters are responsible for setting up, cleaning and returning any furniture brought into the room. Front desk staff can direct you to furniture and cleaning supplies.
3. **A \$30 fee will be charged if PNA staff is required to remove furniture** not returned to its proper storage spot.
4. Do not use tape or tacks on the floors, slate or woodwork. Use of rosin is not permitted.
5. No tacks, nails, screws, etc., will be driven into the walls or ceiling, nor will they be marred or torn by glue or tape.
6. No alterations of any kind to the existing structure (stage, lights, etc.) are allowed.
7. No candles, incense, or open flame of any kind may be used. No glitter is allowed, either loose or glued to decorations. Nothing may be hung from the light fixtures, sprinkler system, or pipes.

### DAMAGES:

PNA shall not be liable for any injury or damage to persons or their property sustained by use of or while on the rented premises. The Renter agrees to defend and hold harmless PNA, or its agents from any claim, action and/or alleged injury suffered on the premises. Renter acknowledges responsibility for any damages caused by their negligence and that of their guests or invitees. Should the Renter be responsible for damage and/or loss of value to the rented area of the premises greater than the value of the Damage Deposit, the Renter hereby agrees to reimburse PNA for such loss immediately upon the presentation of a bill for said damage and/or loss. If court action is sought to enforce the provisions of this agreement, Renter may be liable for attorney's fees and costs.

### RESERVATIONS/PAYMENT:

1. Your room is reserved when rental contract is completed, signed and payment is made. For series rentals which extend beyond a month, the first two weeks' payment is required for reservation.
2. For ongoing renters, subsequent month payments are due on the first of the month or quarter. Invoices may be sent upon request. A late fee of \$35 will be charged if payment is not received by the 10th.
3. Payment may be made by cash, check or credit card payable to Phinney Neighborhood Association or PNA. A \$25 fee will be charged for returned checks. Request a receipt when making cash payments.

**CANCELLATIONS/REFUNDS:**

1. Notice of renter cancellation must be given at least 30 days in advance of rental date.
2. Allow two weeks to process approved refunds.
3. PNA shall have the right to cancel this agreement for any reason, at any time. If PNA cancels this agreement, PNA shall refund all fees unless said cancellation was due to misuse of the facility and/or failure to conform to these policies.

**PARKING:**

1. Parking is free, but sometimes limited.
2. Please use on-site parking lots whenever possible and leave street parking for neighborhood residents. Inform your group members of the parking policy.

**PNA INCLUSIVITY AND NONDISCRIMINATION POLICY:**

The PNA mission is to build, engage and support our diverse community through programs, services and activities that connect neighbors and foster civic engagement. We are an inclusive organization with diverse members, participants, volunteers, board and staff. We welcome everyone into our community centers, classes, events, and childcare programs and do our best to promote inclusivity and support our entire community. We know that communities are strongest when they are open, inclusive, and compassionate. PNA actively supports efforts that combat prejudice, stereotyping and discrimination. Discrimination will not be tolerated. Participants in PNA programs and patrons of PNA facilities may be asked to leave and/or denied requests to use or rent PNA property if their behavior creates an intimidating or hostile environment for others. Discrimination or harassment – including on the basis of race, color, national origin, sex, marital or military status, age, religion, sexual orientation, gender identity, political ideology or the presence of sensory, physical or mental disability or on any other basis protected by federal, state or local law – is a violation of the PNA’s policy and is strictly prohibited on PNA property. Prohibited harassment includes derogatory comments, slurs, jokes, innuendoes, cartoons, pranks, physical harassment, etc. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature. PNA participants and patrons have the right to use a language other than English and to adhere to culture and ethnic customs without being subjected to harassment.

**BUILDING POLICIES:**

1. Smoking is prohibited.
2. Lit candles, incense or smudge, dry ice, or open flames of any kind are prohibited at all times.
3. Children must be supervised by responsible adult at all times. Children cannot be unaccompanied in buildings, playgrounds or parking lots.
4. The PNA is not responsible for items lost or stolen at our sites. Ask for Lost & Found at reception desk.
5. Renter shall be responsible for compliance with all rules and regulations governing the use of the facility, for any and all damage to buildings and equipment, and agrees to clean up the rental spaces and leave in good order and repair.
6. Additional behaviors that constitute immediate rental termination include, but are not limited to: excessive use of alcohol by the Renter and/or participants, refusal to keep music at an acceptable noise level, rowdy behavior by adults or children, use of unauthorized parts of the rented premises, Neighbors’ objections to participant conduct, damage to the rented premises or its equipment, and unsafe use of the rented premises.

#### **ALCOHOL:**

1. If alcoholic beverages are served, Renter must obtain a **Banquet Permit** or **Special Occasion License** from the Washington State Liquor and Cannabis Board and **Event Liability Insurance** no later than 5 business days prior to event:
  - a. **The Special Occasion License / Banquet Permit** must be posted during the event, and the Renter and attendees must abide by the permit and PNA rules.
  - b. Renter must provide proof of either Social Host Liquor Liability or Special Event Liability Insurance through an event liability insurance policy/rider issued by the renter's homeowner's or renter's insurance company or by <https://www.theeventhelper.com/>. PNA must be named as the insured entity. The policy must cover \$1,000,000 per occurrence and \$1,000,000 total general aggregate. Established, licensed catering service companies may use their own license and liability insurance to meet this requirement.
2. Guests are the responsibility of the Renter and consumption of alcohol and behaviors must be monitored and controlled by the Renter. No kegs are allowed inside or outside of the rented premises.
3. Alcohol may not be served to minors. Upon signing this Agreement, Renter agrees to indemnify and hold harmless PNA, its employees and volunteers from any damages, costs or expenses, including reasonable attorney fees, which may arise as a result of consumption of alcoholic beverages by the Renter and/or any of the Renter's guests.

#### **GARBAGE:**

Recyclable and compostable materials are to be used for serving food or beverages. Special containers for garbage, food waste and recyclable materials are provided and must be utilized, including appropriate dumpsters at the end of the event. A charge will be assessed if the receptacles are overfilled by the Renter or if unrecyclable and/or noncompostable materials are mixed into inappropriate receptacles.

#### **CLEAN UP:**

1. All floors are swept and spills spot cleaned, if needed.
2. Equipment and furniture is returned to pre-event condition and position.
3. Any signs or decorations used for the event are removed.
4. Bathrooms (and kitchen, if used) are to be left clean and in good condition.
5. The outside grounds and parking lot must be cleared of cans, bottles, cigarette butts and other debris.
6. The premises have been cleaned and vacated within the time period allotted for the event. If the Renter's occupancy exceeds the time limit for the rental, additional rent and monitoring fees will be deducted from the Damage Deposit.
7. The Renter complies with all additional clean up requirements outlined in the specific room clean-up policy document

## MARKETING AND ADVERTISING OPTIONS FOR YOUR PUBLIC EVENTS AND CLASSES

Here at PNA, we wish you success in your events and classes! There are a few options and limitations the PNA has in helping you market your event or class.

**Due to the large number of events/classes provided by community members renting space, we cannot include non-PNA/PNA-sponsored listings in PNA's monthly newsletter publication, emails, or website calendar.**

However, some options are available to get the word out:

### FACEBOOK:

- Public timeline post: You are welcome to post anything about your event/class on our public timeline (if it contains profanity or questionable content, it will be flagged for review, in which case we may get in touch with you). [facebook.com/PhinneyNeighborhoodAssociation](https://facebook.com/PhinneyNeighborhoodAssociation)
- Feel free to tag @PhinneyNeighborhoodAssociation in your own posts as the location, if taking place at the Phinney Center or @greenwoodscenter, if Greenwood Senior Center is the location.
- *Please note:* We won't accept any requests for co-host for Facebook events or add events to our events timeline, because we are unable to respond to Facebook inquiries about events that are not our own, and we wish to avoid any confusion about which events are put on or co-sponsored by our organization.

### THE REVIEW QUARTERLY NEWSPAPER:

[The Review](#) is our quarterly community newspaper that is delivered to every household in Greenwood and Phinney Ridge (about 19,500), as well as being available at the neighborhood libraries, at PNA locations, and on our website. There are two advertising options available for *The Review*.

- **Class Schedule:** A "class ad" lists your class in the Class Schedule section that is published in every edition, and is also downloadable from our website. Classes are listed by category, with a title, cost, registration information and short description. Cost is \$40 for the first listing; \$30 for each additional listing in the same issue.

*Example:*

#### **Chickadee Music Together**

**Ages 6 mos-4yrs**

**Mon-Sat, Jan 8-Mar 24**

**PC Blue Building, Room 5**

**\$205/10 weeks**

**Register: [chickadeemusic.com](http://chickadeemusic.com)**

Children's natural ability and love of music develop as they sing, move and explore instruments with parents or caregivers in a fun, relaxed atmosphere. Tuition includes a professionally recorded CD and songbook for music-making at home and ten weeks of engaging classes. The nine Music Together song collections are known for their charm and appeal.

**THE REVIEW NEWSPAPER, CONTINUED**

- **Display Advertising:** Display ads typically contain logos and/or artwork, vary in size, and can be either black and white or color. These ads are placed throughout the newspaper. Prices vary depending on the size and color options you choose.

Go to [phinneycenter.org/review/advertise](http://phinneycenter.org/review/advertise) for rates and size options.

Example:



*Argentine Tango*  
instructors: TONY & ILANA  
**Beginner's Level Class**  
Starting Tuesday,  
**July 17th, 2018**  
GSC- 525 N 85th St  
*Experience The Authentic Argentine Tango!*  
**www.seattletango.com / 206.781.9553**  
See Phinney class schedule section for more info!

**Deadlines and contact information for *The Review* advertising:**

\*Contact Ruthie MacDonald, [ruthm@phinneycenter.org](mailto:ruthm@phinneycenter.org), 206.784.2244 with questions or to order ads.\*

Review Issue	Approximate circulation dates	Class schedule ad & payment due	Display ad order & payment due	Display ad artwork due
Winter '18/'19	11/22 - 2/28	10/15	10/26	11/9
Spring '19	2/29 - 5/30	1/18	2/1	2/14
Summer '19	5/31 - 8/22	4/23	5/3	5/16
Fall '19	8/23 - 11/20	7/15	7/26	8/8
Winter '19/'20	11/21 - 2/29	10/14	10/25	11/8

**Posters/flyers at the Phinney Center or Greenwood Senior Center**

You are welcome to bring a poster and/or flyers to the front desk for us to display or put out for visitors to the Phinney Center or Greenwood Senior Center (wherever is applicable) to see and/or pick up. Please bring them to the front desk and do not put them up or set them out yourself. (Please note for flyers, etc. that our main buildings are called "The Phinney Center Blue Building" and "The Phinney Center Brick Building" or simply "The Phinney Center.")

**PhinneyWood.com**

PhinneyWood.com is the neighborhood blog (not related to the PNA), and they have an events calendar that you can post to. Go to [phinneywood.com/events2](http://phinneywood.com/events2) to get on the community calendar.

**Questions about marketing at the PNA?** Contact Ana Maria King at [anamariak@phinneycenter.org](mailto:anamariak@phinneycenter.org).