

## Rentals: Frequently Asked Questions

### Phinney Center & Greenwood Senior Center

(See page 3 for Sunset Hill Community Association Clubhouse)

#### ***When can I rent?***

The Phinney Center (PC) is available for rentals weekdays 9a-10p; Sat 9a-5p; Sun 1p-5p. Some One-Time or Event Rentals may rent earlier (or end later (weekends only) for an additional charge.

#### ***What is the difference between Rental Time and Advertised Class Times?***

We book the rooms with back-to-back rentals, so your setup and cleanup time must be included in your Reservation Time. Your Advertised Class Time will fall within the Rental Time (e.g. CPR class Rental Time is 9a-2p with Advertised Class Time: 9:30a-1:30p).

#### ***Can I rent on the half hour or the quarter hour?***

We do not reserve on the quarter hour. If you only need 15 minutes for set up and/or clean up, advertise your class time as starting (or ending) on the quarter hour.

#### ***What is the difference between Ongoing, One-Time, and Event Rentals?***

- Ongoing: Classes, meetings, or other activities that meet in the same room/day/time slot weekly, monthly, or quarterly. Ongoing Renters have first priority for their time slot and room.
- One-Time: Classes, meetings, or other activities that meet once or for a short-series.
- Event: Special occasions like birthday parties, anniversaries, fundraisers, art sales, etc.

#### ***Is there Leased Space available?***

We have several lease spaces in our PC Brick Building. All are currently occupied. We do keep a waiting list. Contact the PNA for more information.

#### ***When is rent due?***

Rent is due at the time of booking for One-Time or Event Rentals. Ongoing Renters pay quarterly or monthly.

#### ***How do I pay my rent?***

Renters may pay by credit card, check, or cash.

#### ***Are your rooms ADA Accessible?***

All of our rooms at the PC are ADA Accessible, with the exception of a short flight of stairs to the Teachers' Lounge.

#### ***Are the rooms furnished?***

Most rooms are not furnished, but folding tables and chairs are available on rolling racks outside the room. (Exception: Teachers' Lounge, Room 6, and Red & Blue Rooms are furnished.)

***Do I set up and clean up?***

Renters do all furniture set up and clean up in their room. We ask that you spot clean spills on the floor and furniture and sweep if needed, but unless there's been a large spill, there is no need to mop.

***Is it OK to have food/coffee/alcohol in the room?***

You can bring in food, water, and coffee for your meetings and classes. We ask that you take food garbage out to our dumpster (bags provided), spot clean spills on the floor and furniture, and sweep or vacuum if needed. You may serve alcohol to adults of legal drinking age (no kegs) as long as you arrange it with us in advance, secure a banquet permit and an event liability insurance policy and provide us with those two documents prior to your rental.

***Do you have garbage/recycling/compost bins?***

Each room has receptacles for garbage, recycling, and compost. We ask that you separate your waste accordingly and dispose of it in the labeled receptacles in our parking lots.

***Are there windows in the room?***

Most rooms have large windows with plenty of natural light. Windows are operable. (Exceptions: Red and Blue Rooms).

***Does the room come with a sound system?***

For most rooms, renters need to bring their own music equipment. Room 7 and Community Hall have simple sound systems suitable for a single mic or background music. If you need a more complex setup, we suggest you bring it with you.

***Do you offer storage?***

Storage space is extremely limited and only available to Ongoing Renters as space becomes available in the room you rent.

***Do I need liability insurance for my rental?***

Additional insurance may be required for movement-based classes or activities with children. Liability insurance is required for events with alcohol.

***What is your pet policy?***

Due to allergies, we ask that only service animals be brought into the buildings and classrooms.

***How can I market my class or event?***

All renters can bring flyers to our reception desk to be posted in our public areas. Renters have the option of purchasing a class ad or display ad in our quarterly newspaper, The Review. Contact Ruth McDonald at [ruthm@phinneycenter.org](mailto:ruthm@phinneycenter.org) for more information. You are also welcome to make a guest post on our Facebook page at <https://www.facebook.com/PhinneyNeighborhoodAssociation>.

***Can I put signs or flyers on the property?***

Posting signs on the property is allowed by prior permission only. Signs (and any tape) must be removed from both the interior and exterior of the building at the end of your rental.

***Can I serve alcohol?***

We ask that renters not serve alcohol at classes or meetings. For event rentals, alcohol is allowed with a banquet permit and liability insurance. Additional fees may be added to your event rental fee.

***Can I bring decorations?***

We ask that you do not tack or hang anything on the walls, woodwork, or chalkboards. Blue “painter’s tape” is acceptable for lightweight decorations. Decorations (and any tape) must be removed from both the interior and exterior of the building at the end of your rental.

***Can I bring candles? Incense? Glitter?***

Candles, incense, and open flame of any kind are prohibited. We encourage you to use LED candles instead.

Please do not bring glitter of any kind into our buildings; it is very difficult to clean up. Confetti is allowed, but must be thoroughly swept up to avoid loss of the security deposit.

## Sunset Hill Community Clubhouse

***Which hall do you recommend?***

If you have a large party, reception or event, or any activity that would dominate the hall (music and dancing) we require that you rent both floors. The lower hall can serve as an entry, coat check, food preparation, staging or supervised children’s play space.

Please note that though the fire capacity of the building as listed as 225, large events should be no larger than 150 guests, to allow room for music, dancing and food service.

For meetings or classes featuring a presentation to a large group of people, the Upper Hall is ideal.

The cozier Lower Hall is comfortable for smaller gatherings, group meetings, and workshops.

We want our facility to be the right fit for your event, so it is important to discuss the details of your plans with the manager.

***Is music allowed? What sound control do you require?***

Live and recorded music is permitted, with the exception of amplified bands. Please keep in mind that we are in a residential neighborhood, and we require renters to keep music and noise to a low volume, in accordance with Seattle’s noise ordinance for residential zones.

Activities must remain indoors – use of the outside area is subject to prior arrangement and is only permitted during summer. Doors need to stay closed to keep music or loud sounds from disturbing our neighbors.

***How late may we stay in the building?***

There is a strict 10:00pm cut-off time for music (9:00pm weeknights). All post-event clean up must be completed and the building vacated by 11:00pm (10:00pm weeknights).

***Do you allow alcohol?***

Alcohol consumption is permitted inside the building as long as the appropriate Banquet Permit is obtained from Washington State as well as an event liability policy. Events where alcohol will be sold require a specific

type of permit. Renters must abide by SHCA contractual requirements and State law. Alcohol is not allowed outside the building under any circumstances.

***What is the catering policy?***

Renters are welcome to prepare food, have a potluck or use an outside caterer. You may rent the kitchen on each floor. Please keep in mind that these are not commercial kitchens, so are not suitable for cooking an entire meal for a large group of people.

***What about parking?***

The driveway can accommodate two cars and adequate street parking is available on 30th Avenue NW and adjacent streets. There is a marked 30-minute Load Zone in front of our building, on 66th Street. We ask that guests be careful not to block neighbors' driveways.

***What about decorations?***

Decorations must be free-standing. Please check with the building manager if you have any questions. Candles are not allowed.

***Is there a damage deposit?***

We require a \$300 security deposit. We ensure that the building and grounds are clean and ready for all events, and we ask that you leave it as you find it. The security deposit will be returned after your event, when the building manager confirms that all contractual obligations have been met.

***Why do I need to clean up?***

As a community association, our goal is to keep our rates affordable so that everyone may enjoy our facility. Cleaning up and returning all furniture to its place ensures that our rates remain low by helping to limit our custodial costs. Please let us know if the facility was not clean upon your arrival.

***What is an Event Monitor?***

All events will be staffed by an Event Monitor who can assist with finding furniture, cleaning supplies, lights, etc., and troubleshoot any problems with the facility. The Event Monitor is not a custodian and is not there to clean up after an event. Cleaning is the responsibility of the renter.

Meetings, workshops and classes are assumed not to require an Event Monitor.

***Building Amenities***

The following amenities are available to Renters (inquire for more details):

- Twelve 8 ft. rectangular banquet tables (seats 8-10)
- Four 6 ft. rectangular banquet tables (seats 6-8)
- 120 dining/meeting chairs
- Kitchens on each floor
- Use of fireplace(s)
- Use of large (30-100 cup) coffee makers
- Handicap-access elevator available (on request)
- Free recycling and garbage disposal
- Off-street loading and unloading
- Projection screen & chalkboard
- Performance stage with professional lighting
- Mirror ball
- Upright piano

## 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:

### PhinneyWood.com blog

[PhinneyWood.com](http://PhinneyWood.com) is the neighborhood blog (operated by the PNA)

- For events, you can post to the community events calendar: [phinneywood.com/events2](http://phinneywood.com/events2). Please note only events in Phinney-Greenwood will be approved
- Send a press release or blurb to [tips@phinneywood.com](mailto:tips@phinneywood.com) for consideration for posting on the blog.

### *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.

- **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 of a display ad:



#### 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
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

#### 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 @greenwoodseniorcenter, 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.

#### 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.")

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