

RCC Contract

I hereby enter into an agreement with the Ridgefield Community Center for the use of the Center on:

Date: _____ Day: _____

Event time: _____ am / pm to _____ am / pm

Total time the Center is needed, including set up and cleanup:

_____ am / pm to _____ am / pm

Time you need doors opened: _____ am _____ pm

There is absolutely no early admittance.

Small Room: _____ Large Room: _____ Both rooms: _____

Need kitchen? yes _____ no _____

Use of the oven, stove and/or dishwasher requires payment of Kitchen charge
(see Rate Policy sheet)

Type of event: _____

Organization/user group: _____

Address: _____

Phone(s): _____

Name of Representative: _____

Address: _____

Phone(s): _____

Email: _____

_____ Private/Business _____ Non-Profit Organization or Group
(Has Non-profit status with the State of Washington or I.R.S.)

I agree to use only the space I am renting, only during the hours stipulated.

I agree that if alcohol of any type is to be served during my event, all RCC policies on alcohol usage will be followed. If appropriate, I will obtain a special occasion license from the State Liquor Control Board. If these requirements are not met, I understand that I will forfeit my deposit, the event will be shut down, and I will be liable for any and all legal or other fees RCC may incur as a result of the policies not being followed.

I also agree that if my rental space is not cleaned up after the event to RCC's satisfaction, a cleaning fee will be deducted from my cleaning deposit.

I agree to pay for any and all damage to the RCC building or RCC equipment or property which results from this rental and for replacement value of any stolen property.

I agree to defend, indemnify and hold the Ridgefield Community Center (RCC) and its board harmless from any and all liability for injury to persons or property occurring as a result

of this rental.

I am 21 years of age or above and have read, understood and agree to comply with the policies set forth in the **Rate Policy, Rules of Conduct and Checklist**, including that I'm responsible for my event setup and cleanup within the hours defined by this **Contract**.

I am a duly authorized agent for my organization and will be responsible for the fulfillment of this contract.

Signed by _____ Date _____

Printed name _____

Representing _____

ridgecc@yahoo.com~360-887-0504~ridgefieldcommunitycenter.info

Please mail to: Ridgefield Community Center
P.O. Box 613 Ridgefield, WA 98642

6/11

LETTER TO THE ONGOING USERS OF THE RCC This is a reminder of the conditions under which space is rented at the RCC and the obligations that requires. The space must be clean and in the proper arrangement either when you leave the Center or very early the next morning. The Center is a non-profit, volunteer-run facility and we do not have staff to prepare the rooms for the next user group. We know that some organizations send their staff members the next morning to re-do the space. This is fine, as long as the work is done by 10: am at the latest.

RCC Rules of Conduct

The Ridgefield Community Center seeks to nurture a sense of community through dialogue and constructive interactions by providing a welcoming place for meetings and community events.

To that end, these rules apply to all who use the Center:

No smoking in the building, including restrooms or doorways. Any outdoor smoking must be at least 25 feet from any doorway and all smoking materials disposed of in the provided receptacle.

All food and beverage must be consumed inside the Center building.

Wine and beer may be served only with meals. Absolutely NO beer kegs.

No disruptive or unsafe activity or behavior that materially interferes with others' use of the Center, or with the ability of Center volunteers to perform their duties. Examples include but are not limited to: running, loud noise, throwing things, pushing, shoving, and verbal or physical harassment or threats.

No behavior or activity that may result in damage to Center property.

The only animals allowed into the Center are Service Animals, as designated by the Washington State Guidelines for Service Animals, except as authorized by the Center Board.

No sexual misconduct, such as exposure, offensive touching or sexual harassment of other Center users or volunteer staff.

The Center volunteer staff will make every effort to apply these rules in a fair, reasonable, and positive manner.

Anyone violating these rules will be asked to stop. The Center reserves the right to require anyone violating these rules of conduct to leave the premises. This policy shall be implemented by the Community Center Board and Volunteer staff.

I have read and agree to the Rules of Conduct.

Signed by _____ Date _____

Representing _____

ridgecc@yahoo.com 360-887-0504 www.ridgefieldcommunitycenter.info

RCC Checklist

You can rearrange the tables and chairs, but you need to restore the Center to the same condition/posted arrangement before leaving.

Photos and plaques cannot be removed from the walls.

Lift and carry items, please—dragging damages the floor finish.

Provide protective covering for floor if necessary.

Decorations Allowed:

Small room: use your own S-hooks to hang trim from the picture molding.

Large room: there are cup hooks along the molding to hang decorations.

Very light decorations can hang from cup hooks near the lights.

Nylon thread or light fishing line work well in both situations.

Push pins can be used only on the carpeted area and upright wall panels

—**not** on paint or woodwork.

Decorations Not Allowed: Staples, nails, or tape of any kind.

After use: Kitchen:

_Remove all your food from the refrigerator.

_Wipe out sinks with the provided cleaner. If Center coffee pot was used, dump the grounds into the trash container and clean the pot.

_Sweep the floor/clean up any spills. Broom/mop/spray cleaner are in the supply closet.

_Empty all trash cans/put in new bags. (Bags in supply closet.)

_Put all Styrofoam into trash bags. _Break down empty boxes.

_Put all trash bags and boxes into the dumpster, in the large fenced cage behind the Center.

_Turn off all faucets, stoves and hood vents.

After Use: Small Room/Large Room:

_Remove any decorations.

_Wipe clean all tables and chairs.

_ Sweep the floor/clean up any spills. Broom/mop/spray cleaner are in the supply closet.

_Replace all tables/chairs/equipment according to the posted floor plan.

_Empty all trash cans/put in new bags. (Bags in supply closet.)

_Put all Styrofoam into trash bags. Break down empty boxes.

_Put all trash bags and boxes into the dumpster, in the large fenced cage.

_Turn off all lights and faucets, including those in the restrooms.

_Make sure all doors are firmly closed and locked when you leave.

Thank you!

I have read and agree to the Checklist.

Signed by _____ Date _____

Representing _____

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