



The Mustard Seed Project's (TMSP)

Room Rental Agreement

RENTAL PERIODS

1. Rooms are rented in one hour increments. Rental includes 15 minutes before and after at no charge for setup and take down. If more than 15 minutes is required for this purpose please extend the time you'd like to rent.
2. Tenant must clear the room of all belongings, non-TMSP furniture and people so the room is available on the half hour for the next renters.

ROOM USE/FURNITURE

1. All rooms are rented "as is." Furniture should remain in the room and is available for use by renters. Tenant is responsible for setting up, cleaning, and returning any additional furniture brought into the room.
2. Tenant shall only use the premises and grounds for the purposes declared in this agreement and shall not assign any interest in this agreement to any other person or party without first obtaining the written consent of TMSP.

RESERVATIONS/PAYMENT

1. Space is reserved when a rental agreement has been signed and advanced payment has been made. For series rentals which extend beyond a month the first month's payment is required for reservation.
2. Payment must be in the form of a check payable to The Mustard Seed Project. A \$30.00 fee will be charged for all returned checks. Receipts will be provided to Tenant.

3. Tenants may hire a licensed caterer who will be allowed access to the kitchen. Kitchen equipment includes double convection ovens, an 8 burner stove, a griddle, a walk-in cooler and freezer space as well as prep tables and shelving..

CANCELLATIONS/REFUNDS

1. Notice of cancellation must be given in writing at least 2 weeks (14 days) in advance of the date reserved.
2. With proper notice of cancellation, a rent refund may be made.
3. Allow two weeks for refund processing.

BUILDING POLICIES

1. TMSP is not responsible for items lost or stolen from the Crandall Center premises and grounds.
2. Tenant shall be responsible for compliance with all rules and regulations governing use of the TMSP Crandall Center, and for any and all damage to the building, equipment, or grounds, and agrees to clean up the premises after each use and to leave the premises in good order and repair.
3. TMSP shall not be responsible for injury or damage to persons or property occurring during or arising out of occupancy and use of the building or grounds by the Tenant. The Tenant agrees to hold TMSP harmless from liability on account of any injury or damage arising out of such use.
4. Children must be supervised by parent or a responsible adult at all times. Children cannot be unaccompanied in the building or on the grounds at any time.
5. Smoking is not allowed in the building or anywhere on the grounds.
6. No pets of any kind are allowed in the building except Certified Service Dogs wearing the Service Dog vest. Owners shall keep Service Dogs leashed and clean up after them.
7. TMSP requires lessee to procure a Banquet permit from the Washington State Liquor Control Board to serve liquor on the premises and abide by all the conditions of the permit. No host bars require a Liquor License and a certified bartender to serve. Washington State Law prohibits the serving of alcohol of any kind to minors and/or alcohol impaired guests. Allowing underage or excessive consumption of alcohol is a violation of that law and the lessees will be held responsible for any and all damages that may result.
8. No open fires, charcoal grills or fireworks are permitted on the grounds at any time.
9. Litigation: In the event a lessee causes or contributes to civil claims against TMSP, TMSP will claim against you, asking that all damages be assessed to you. In addition, TMSP will

ask that TMSP attorney's fees and costs be charged to you. You accept full responsibility and agree to hold harmless the Mustard Seed Project, its officers and members and its agents against all loss or damage to persons or property in connection with using the facility provided by the lessor

LEASE RATES

\$20.00/hour for meeting room space to nonprofit organizations.

\$35.00/hour for both meeting room and kitchen space to nonprofit organizations

\$25/hour for meeting room to local organizations

\$40/hour for meeting room and kitchen space to for profit organizations or individuals

The Mustard Seed Project hereby lets and leases unto the Tenant – _____, the _____ meeting room on the following dates and times for the purpose of holding _____:

Dates: _____ from _____ am/pm until _____ am/pm starting on _____, 202_ until termination of this agreement

Total Rental Fee = \$ _____ per _____

Insurance:

The Lessee shall provide to TMSP proof of a "Certificate (or evidence) of Insurance" covering public liability with combined bodily injury and property damage in an amount of \$ **300,000.00** naming TMSP as the additional insured or holder for the duration of the rental period. This coverage may be a certificate from the lessee's homeowner's insurance or a "Short Term Special Events Policy" which are provided by various insurance companies at varying prices. It is advisable to check your insurance carrier prior to contacting TMSP to ensure that you can meet this requirement. Lessor's policy does not allow policy holders to sublet or "rent" their insurance coverage to a third party such as an individual renting the facility. Therefore, anyone renting the TMSP building for an event such as a wedding, reception, memorial, member gathering, or reunion is required to provide their own insurance covering TMSP. _____ Initial

Deposit:

TMSP requires a \$ **150.00** deposit to reserve the building. This deposit is fully refundable within 30 days following the event or the end of the recurring rental arrangement provided the building has been returned in satisfactory condition and no damage has been done to the building or contents and excessive cleaning needs are not required.

Reservations are not confirmed until the TMSP has received an insurance rider, the deposit and a signed contract. _____ Initial

Building Access:

Tenant will be provided with a key and alarm code to enter the building. One person from the renting organization must be designated and identified as responsible for the key and will be required to sign for it at the time the key is relinquished to the Tenant.

Signature: _____

Date: _____

Key Designee Name: _____

Pre-rental Inspection Date: _____

Accepted by Lessee: _____

Accepted by Lessor: _____