



9250 14th Ave NW, Seattle, WA 98117
(206) 782-2611 fax: (206) 782-2422
www.CrownHillCenter.org

Room Rental Policies

Dear Renter,

Thank you for choosing The Crown Hill Activities Center for your event. The activity center hosts many valuable community businesses, classes and events. Small Faces owns the building and oversees renters.

As a renter you will be sharing the space with other renters and permanent tenants, such as Small Faces Child Development Center, ARC Ballet, The Gilbert & Sullivan Society of Seattle, Taj Yoga, Gitana Flamenco and others.

As a renter, you have a responsibility for the public spaces in the building. Renters and tenants must also be flexible to the needs of other building occupants. Following are some general rules that will help us all to successfully utilize the center to its fullest capacity:

- The hallways, parking lot or any other public spaces may not be used for rental activities (other than arrival, departure and restroom use), unless specifically listed in your Rental Agreement.
- Equipment belonging to tenants is often stored in hallways and other public spaces. You cannot borrow or use equipment that is not specifically listed in the Rental Agreement.
- Please be aware of other people using the building at the same time as you and work to minimize any disturbances.
- The noise level of an event must be kept to a level that does not disturb other people using the building.
- A responsible adult must supervise children at all times. Children cannot be unaccompanied in the building.
- Smoking is prohibited on the property.
- Room rentals include all setup and cleanup time. Renters need to be prepared to leave the room ready for the next tenant at the end of their rental period.

- The Renter agrees to clean up the premise and leave it in good order and repair after use. This includes sweeping the floor after each use and disposing of any refuse. A broom and dustpan are provided in the supply closet.
- Use of tape, nails or tacks on the floors or woodwork is prohibited.
- The Crown Hill Center/Small Faces is not responsible for items lost or stolen from the building, premises or grounds.
- Renters are responsible for compliance with all laws and regulations governing the use of Crown Hill Center and for any and all damage to the building and equipment.
- The Crown Hill Center/Small Faces shall not be responsible for injury or damage to person or property occurring during, or arising out of occupancy of the building by the Tenant. The Tenant agrees to save and hold the Crown Hill Center/Small Faces harmless from liability on account of any such injury or damage.
- Private parties serving alcohol will provide Small Faces with an authorized Banquet permit previous to the rental date.
- Any questions should be directed towards the building manager or the Small Faces office located in the North wing of the building. You may contact the building manager Monday through Friday 8:00 am to 4:30 pm at (206) 782-2611 or via e-mail at smallfaces@smallfaces.org. Please do not direct questions or requests to the other tenants of the building.

Thank you for following these guidelines. Your responsible use of this space adds to the appeal and quality of the services that we offer.

Sincerely,

Johnny Otto
Executive Director
Small Faces Child Development Center

Rental Rates			
Type	Classes, Fundraisers, Sales and Meetings	Social Events	Small Faces Families and Non-Profits
Gym	\$20 per hour (\$250 per day after 8 hours)	\$50 per hour	20% off
Room 4	\$25 per hour (\$200 per day after 8 hours)	\$40 per hour	20% off
Setup Fee	included	included	included
Extra cleaning fee	\$50 per hour that cleaning crew must work	\$50 per hour	\$50 per hour
Damage Deposit*	included	\$1000 deposit	included

*The Room Rental Policies letter outlines rules which may trigger payment of the

Facilities:

1. Rooms are rented "as is."
2. Tables and chairs are available upon request.
3. There is no public phone available.
4. "After business hours" (9 PM or weekends) tenants are responsible for securing the building during their activity.
5. Kitchen facilities are unavailable and power sources are limited.

Reservations/Payments:

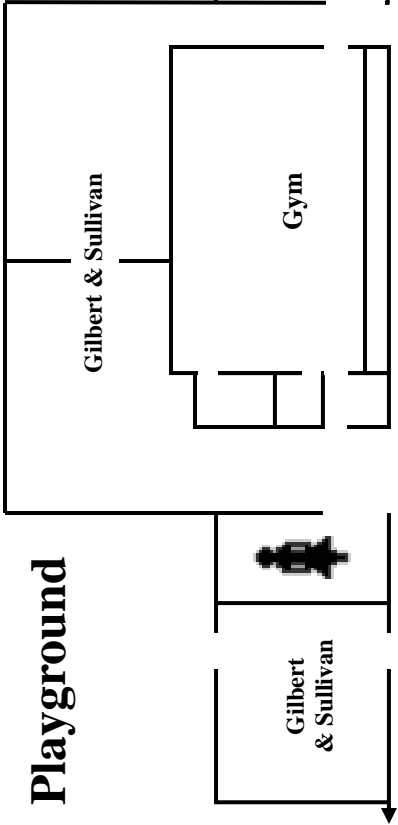
1. Space is reserved when a rental agreement has been signed and advance payment made. For series rentals that extend beyond a month, the first month's payment is required for reservation.
2. For continuous renters, subsequent month payments are due by the first of the month. No billing notice will be sent. A late fee of \$20 will be charged if payment is not received by 6PM on the 10th of the month.
3. Payment may be made by check or money order payable to Small Faces Child Development Center. A \$35 fee will be charged for returned checks.

Cancellations/Refunds:

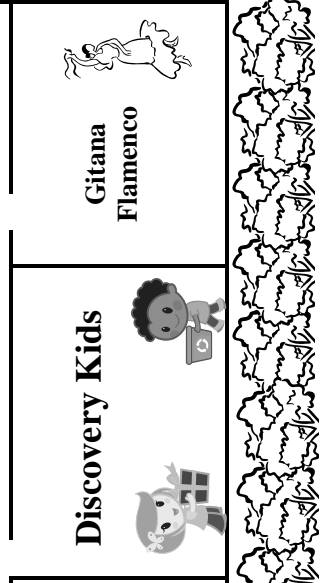
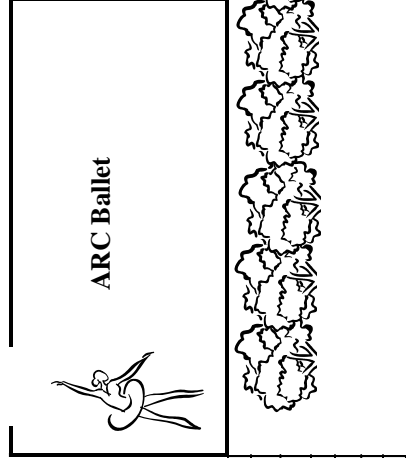
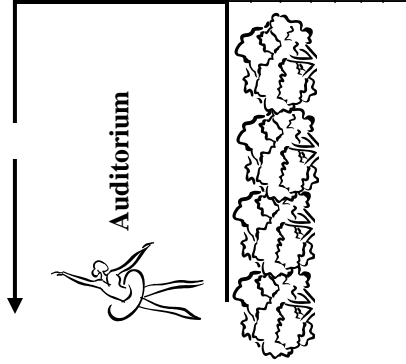
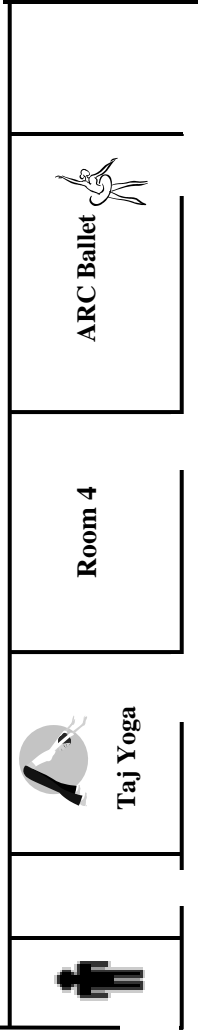
1. Notice of cancellation must be given in writing 14 days in advance of the date reserved if a refund of rental time or the deposit is expected.

FOR OFFICE USE ONLY	
\$1000 Damage Deposit? <input type="checkbox"/>	Date Paid _____
Banquet Permit Provided? <input type="checkbox"/>	
Rent for Space \$	Date Paid
Key Deposit? <input type="checkbox"/>	Date Paid _____
Staff Signature _____	Date _____

Playground



Playground



14th Street



**Small Faces Child Development Center
9250 14th Ave NW**