



**WELCOME TABLE CHRISTIAN CHURCH**

1322 S. Bayview St.  
Seattle, WA 98144  
Phone: 206-725-5067  
office@welcometablecc.org  
www.welcometablecc.org

## Outside Group Rental Contract

Organization Name:		Event:	
Address:		Date:	
		Arrival/Departure Time:	
Event Coordinator:		Publicized Time of Event:	
Email:		Expected Attendance:	
Phone Number:		Non-profit/Grassroots Org.?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Charging for event?	<input type="checkbox"/> YES <input type="checkbox"/> NO	*501(C)(3) Number:	

### Facilities Rental Pricing\*\*

### Monday - Thursday

	Up to 8 hours	Up to 4 hours	Per Hour Rates
Whole Building	\$400.00	\$250.00	No per hour availability
Main Hall (including kitchenette)	\$280.00	\$150.00	\$40 an hour
Large Meeting Room (not ADA accessible)	\$160.00	\$100.00	\$30 an hour
Small Meeting Room (can include kitchenette)	\$120.00	\$75.00	\$20 an hour

### Facilities Rental Pricing\*\*

### Friday - Sunday

	Up to 8 hours	Up to 4 hours	Per Hour Rates
Whole Building	\$800.00	\$500.00	No per hour availability
Main Hall (including kitchenette)	\$560.00	\$300.00	\$80 an hour
Large Meeting Room (not ADA accessible)	\$320.00	\$200.00	\$60 an hour
Small Meeting Room (can include kitchenette)	\$240.00	\$150.00	\$45 an hour

### Facilities Rental Pricing\*\*

### ALL-INCLUSIVE WEDDINGS

Whole Building - ALL DAY	\$1500.00	Price includes use of whole building all day, private bridal and groom rooms, set-up, clergy (if desired/available), wedding rehearsal, cleaning fees, etc. No other events will coincide.
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\* Due to legal limitations, all for-profit rental requests must be approved by WTCC Board of Administration.

\*\* Discounts are available for not-for-profit/grassroots organizations. Free use of building is rare and requires WTCC approval. (Check with Kevin Gospel, Building Use Administrator @ 206-725-5067.)



## Building Use Policies

The facilities and property of Welcome Table Christian Church are cooperatively owned and shared by members of the Welcome Table community. They are a gift from God and represent the sacrificial giving of many people. It is used and shared with joy and with the expectation that it will be respected and cared for by all persons who use it, at all times.

1. **Emergencies:** In case of an emergency, take appropriate action, contact the Building Use Administrator and provide full information in writing, as soon as possible.
2. **Use of Furniture and Equipment:** A group may bring in their own audio/AV equipment with prior approval. Use of the piano must be approved by the WTCC Music Coordinator. WTCC will set up for all groups; exemptions may be made through the church office. Please be sure to lift and carry chairs if you need to move them. Place nothing on the piano.
3. **To preserve the usability of our space:** Any crafting materials used must be larger than ¼ inch. Use these alternatives to duct tape: On glass, scotch tape; on walls, painters tape, on floors, gaffers tape. Use no nails, hooks or tacks. Candles must have a protective surface underneath and when lit must be supervised at all times. Use of more than 6 candles at one time requires advance permission.
4. **Recycle, reuse, clean up:** All disposable kitchen and dining ware used should be compostable, reusable or recyclable. Please sweep the floor if you have any food. Please remove from the building all trash, compost, or recycling that has been exposed to food at the end of the event.
5. **Public Participation:** If members of the public are part of your event, please provide us with proof of liability insurance covering property damage and personal injury, and that WTCC is held harmless.
6. **We are a no smoking, no alcohol/drugs, and no weapons facility.**
7. **Emergency Scheduling Conflicts:** WTCC has the right to pre-empt facility use for its own in cases of emergencies, such as funerals. Though extremely rare, notice will be provided as early as possible.
8. **Security:** Our church works to maintain a safe and secure environment within the facility, however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.
9. **Supervision of Children.** This church is committed to being a safe place for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:
  - At least two adults must always be present during any program or event involving children.
  - These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
10. **Parking.** WTCC does not have a parking lot. As such, parking is limited in the immediate area. Please consider promoting carpooling and/or public transportation to those attending events here.
11. **Use of Kitchenette.** Groups intending to utilize the kitchenette must abide by the following guidelines:
  - Kitchenette shall be cleaned after each use. Any spills should be cleaned up. The counters should be wiped up. Floors should be swept.
  - All dishes and utensils use shall be washed, dried, and returned to the cabinet space from whence they came. Nothing should be left on the countertops.
  - In case of breakage, please inform Building Use Administrator of broken item.
  - No food or beverage shall be left in the refrigerator or freezer after event is finished.
12. **Footware:** When using our building, please always wear shoes or bare feet on our cement floors, as they are quite slippery.

## Rental Agreement - One Time Use

A deposit of 50% will serve to hold your reservation. Balance is due at the end of the business day prior to your event, unless other arrangements have been noted on page 3 and initialed by the Building Use Administrator. By signing this contract, the user agrees that they...

- ...will be charged the “Per Hour Rates” for any time group occupies the room/building longer than agreed reservation times.
- ...are responsible for the Total Cost and Balance Due as it appears above.
- ...are an authorized member of the organization, business, or entity they are representing with authority to enter into a contract agreement on that group’s behalf.
- ...have received, read, and understand the building use policies.
- ...will insist all guests to the property comply with all federal, state, and local statues.
- ...will pay for any and all damages resulting from negligent use of the building.
- ...will not hold Welcome Table Christian Church responsible for any injury that occurs during the rental of Welcome Table Christian Church property.

## Rental Agreement - Ongoing Rentals

Ongoing rental requests will require monthly deposits to ensure future room reservations. Balance is due at the end the business day prior to your event, unless other arrangements have been noted on page 3 and initialed by the Building Use Administrator. By signing this contract, the user agrees that they...

- ...will be charged the “Per Hour Rates” for any time group occupies the room/building longer than agreed reservation times.
- ...are responsible for the Total Cost and Balance Due as it appears above.
- ...are an authorized member of the organization, business, or entity they are representing with authority to enter into a contract agreement on that group’s behalf.
- ...have received, read, and understand the building use policies.
- ...will insist all guests to the property comply with all federal, state, and local statues.
- ...will pay for any and all damages resulting from negligent use of the building.
- ...will not hold Welcome Table Christian Church responsible for any injury that occurs during the rental of Welcome Table Christian Church property.

Renting Organization Representative \_\_\_\_\_ Date \_\_\_\_\_

WTCC Building Use Administrator \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Circle all that apply:			Staffing:	Payment Method:
Non Profit	Business	Wedding	Building Access: _____	Deposit _____
Member Event	BH Org	Other	Janitorial: _____	Payment: _____
				Final Payment: _____