



Dungeness Schoolhouse Rental Agreement

January 2017

For Reservations & Information SequimMuseum@olympen.com
Website: www.SequimMuseum.com

Renter: _____
 Address: _____
 City/State/Zip: _____
 Rental Dates: _____
 Phone: _____
 Email: _____
 Purpose: _____

	NUMBER OF DAYS/HRS	FEE PER DAY	TOTAL
CLASSROOM 1 ST FLOOR		\$	\$
AUDITORIUM 2 ND FLOOR		\$	\$
KITCHEN (Non Cooking)		\$	\$
USE OF ENTIRE BUILDING		\$	\$
TOTAL RENT		\$	\$
DAMAGE DEPOSIT (Must be SEPARATE CHECK) (Refundable)		\$ 150.00	

PLEASE MAKE CHECK PAYABLE TO "SEQUIM MUSEUM & ARTS"
175 WEST CEDAR ST. SEQUIM, WA 98382

Conditions of Agreement:

- This agreement is made between the Museum & Arts Center Dungeness Schoolhouse, and the Renter. The Museum agrees to rent the rooms identified above for the rental amount and time period indicated, based on the following conditions and terms:
- NO SMOKING and NO OPEN FLAMES allowed in the building or on the property.
- Consumption or serving of ALCOHOLIC BEVERAGES are prohibited in or around the building premises.
- No Pets are allowed in the building.
- Use of the Elevator is for disabled persons ONLY & NOT for freight of any sort.
- Renter agrees to leave the premises and furniture in the same place and in the same condition as it was found at the time of rental; otherwise, all or part of the damage deposit will be used to cover expenses incurred to restore the premises or replace the property removed or damaged.
- With respect to the buildings age (125 years) of the Museum & National Historic site, do not open windows, move pianos or adjust blinds & Curtains. Do Not place decorations on walls. Maximum occupancy for rooms are posted for safety and structural reasons Exceeding these limits will be cause for dismissal and future use of the facility.
- Renter agrees to indemnify and hold harmless the Museum & Arts Center, Dungeness Schoolhouse, its' agents and assignees from all claims for injury to persons or property in connection with the use of the Dungeness Schoolhouse by the renter.

Reservations are confirmed ONLY when full payment & agreement has been received .

(Signature of Renter) (Please read and sign rental checklist on reverse side) _____ Date _____

For Museum Staff use

Confirmation # _____
 (Signature of Museum & Arts Center) _____ Date _____

Rent Paid	\$ _____ On	_____ Check	_____
Damage Deposit	\$ _____ On	_____ Check	_____
Deposit Refunded	\$ _____ On	_____ Check	_____



Dungeness Historic Schoolhouse Rental Agreement (continued)

DAILY RATES AS OF JANUARY 2017
WEEKLY & MONTHLY RATES AVAILABLE UPON REQUEST

Classroom 1st FL South Room

Occupancy (Maximum 30)

1- 4 hour Minimum	\$60
1- 8 hours	\$80

Auditorium 2nd FL

Occupancy (Maximum 90)

1-4 hour Minimum	\$95
1-8 hours	\$160

Kitchen/ Picnic area

1-4 hour Minimum	\$40
1-8 hours	\$50

Entire Building

1-4 hour Minimum	\$185
1-8 hours	\$280

Garbage disposal per bag	\$10
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Rental Checklist

- The renter is responsible for having a Clallam County Food Handlers permit if food is served to the public.
- Leave the premises as clean as when you found it.
- Wipe up any spills using only a minimum amount of water. **Do not** use cleaners.
- Remove trash from the Facility or pay Disposal fee
- Sweep floors after each use
- Clean tables & replace where they were found
- Stack chairs 8 high to accommodate space
- Clean floors and sink area after use
- Turn off all lights & secure the building
- Report any discrepancies to the Manager at SequimMuseum@olypen.com

Please Sign & return with check or money order to: (or Use our 24 hr Door Drop Box at 544 N Sequim Ave)

Sequim Museum & Arts Center
175 W Cedar St.
Sequim, WA 98382

(Signature Of Renter)

Date