

# Sekiu Community and Conference Center

PO Box 21

Sekiu, WA 98381

(360) 963-2438 John Burdick, President

(360) 460-2769 Loretta Klock, Scheduler



## RENTAL AGREEMENT

The undersigned renter agrees to rent the Sekiu Community and Conference Center.

From	To	(date, time)
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The undersigned agrees to comply with the attached "Renter's Check list" and to be personally responsible for any loss or damage caused to the center in its "as-is" condition and to return the center in the same condition in which it was found as of the commencement of the rental term. The center will be left clean. In addition, the undersigned agrees to notify The West End Youth and Community Club (see below) of any damage o the premises or contents which they find or cause.

The undersigned is responsible for obtaining applicable licenses.

A \$25 fee will be charged for lost keys.

A damage and cleaning deposit in the amount of \$50 will be charged but returned if the center and content are left in a clean and undamaged condition.

The undersigned further agrees to protect, indemnify and hold harmless WEYCC and its officers and employees from any claims, liabilities, damage, allegations, or rights of action directly or indirectly resulting from the use of the premises covered by this application.

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Renter

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By

Phone

Date

Before leaving the center make sure that all lights have been turned off, the interior doors are closed, and the exterior doors are locked. WEST END YOUTH AND COMMUNITY CLUB

# **SEKIU COMMUNITY AND CONFERENCE CENTER**

## **RENTER'S CHECKLIST**

### **GENERAL RULES:**

1. Smoking is not permitted in the Hall.
2. Alcohol is not permitted in the Hall and on the grounds.
3. Paper towels, toilet paper, plastic garbage bags, liquid dish soap, bleach, and liquid bathroom hand soap are provided for your use.
4. Do not drag furniture across the floors. Please lift and carry all furniture.

### **KITCHEN:**

1. The center's dishes, glasses, cups, and utensils are available for use. All used items must be washed and returned to their proper storage areas.
2. Bring your own towels for drying purposes. Some towels are available. If you use them, please leave them near the sink so they can be taken and cleaned.
3. Bring your own placemats or tablecloths.
4. Dump coffee grounds in the trash. Do not put them down the drain. Rinse and put coffee pots away.
5. Sweep and damp mop the kitchen floor.
6. Clean sinks and counters.
7. Remove your personal items from the refrigerator.
8. Wipe down the refrigerator and stoves.

### **MAIN ROOMS:**

1. Do not nail or staple anything to the walls. Use masking tape or cotch tape or existing hooks. Remove all decorations and fasteners.
2. Clean tables and chairs and return them as found. Please leave 40 chairs upstairs.
3. The pianos are not toys. Children may use them with adult supervision only. Keep the keyboard cover closed when not in use.
4. Sweep floors.

### **BEFORE LEAVING:**

1. Lock all exit doors.
2. Sweep the floors. Clean up spills.
3. Turn off all the lights in all rooms.
4. Close and lock all windows.
5. Put your garbage into the outside garbage can. Any excess garbage please take with you.
6. Be sure the parking area is free of trash and cigarette butts.
7. Return the key as arranged.
8. If you pack it in, pack it out. Items left at The Hall will be held for three weeks and then disposed of.
9. Do not store event materials (decorations, etc.) in the storage room or other places in the center.

**THANK YOU FOR RENTING THE SEKIU COMMUNITY CENTER**

**WEST END YOUTH AND COMMUNITY CENTER**  
**RENTAL RATES**  
**FOR THE SEKIU COMMUNITY AND CONFERENCE CENTER**

**Please note:**

There is no rental fee for use of the Sekiu Community and Conference Center for certain non-profit organizations. These include, but are not exclusive to, West End Seniors, AA, WEYCC, and Messy Palette. In addition, there is no rental fee for local memorial services or Cape Flattery School events.

**Rental Fees:**

1. Upstairs Hall: \$75.00 per day.
2. Downstairs Hall: \$75.00 per day
3. Upstairs or Downstairs Hall half day or any portion thereof: \$35.00 per use
4. Kitchen per use: \$50.00
5. Use to decorate day before: \$10.00
6. Baby Grand Piano: \$25.00 per non-profit use and \$50.00 per profit event use.
7. No extra charge to use kitchenette upstairs when upstairs hall is rented.

Renters are responsible to abide by the signed rental agreement.

No alcohol is permitted, nor are special permits acceptable because the building is owned by the Cape Flattery School District.

WEYCC (West End Youth and Community Center) is a non-profit group responsible for managing this building. We welcome any donations.