

# Lake Washington United Methodist Church

7525 132<sup>nd</sup> Avenue NE, Kirkland, WA 98033-8243

425.885.3311, Fax 425.861.4676 [office@lakewaumc.org](mailto:office@lakewaumc.org)

## PROPERTY USE AGREEMENT

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Description of event(s): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Preferred Contact \_\_\_\_\_

Method:

This is a private \_\_\_ non-profit\_\_X\_\_ community\_\_\_ corporate\_\_\_ other\_\_\_ event.

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## PROPERTY USE AGREEMENT

### Rooms requested and hourly rates (*please check all that apply*)

A deposit equal to the minimum use is required for all one-time and periodic use agreements. The balance of the deposit will be returned if there has been no damage, loss or violation of the agreement.

**Long-term** rates apply to those groups who rent at least once per month for at least 6 months.

Room Requested	Rack Rate one-time		Rack Rate long-term	
	Minimum Up to 4 hours	Additional Hours	Minimum up to 6 hours	Additional Hours
Sanctuary	\$500	\$125/hour	\$460	\$115/hour
Celebration Space	\$240	\$60/hour	\$220	\$55/hour
Kitchen	\$60	\$15/hour	\$40	\$10/hour
Chapel/Conference Room	\$120	\$30/hour	\$100	\$25/hour
All Other Rooms	\$80	\$20/hour	\$72	\$18/hour

**Active Members in Good Standing:** Rental fees for active members in good standing may be waived for one-time events. Fees related to staff (custodial, audio visual, musicians and other) may still apply. Active members in good standing are those who are and have been fulfilling their membership vows to support the church through their prayers, presence, gifts, service, and witness (e.g., participating in worship and small groups; support the church with their financial gifts and tithes; participate in service in and beyond the church; and promote and represent the ministry of the church in the world.)

**Mission Rate** may apply if the trustees and pastor confirm that the primary purpose of the group requesting space is in keeping with LWUMC's mission and vision or the group regularly supports church or church sponsored community events.

Room Requested	Mission Rate one-time		Mission Rate long-term	
	Minimum Up to 4 hours	Additional Hours	Minimum up to 6 hours	Additional Hours
Sanctuary	\$300	\$75/hour	\$120	\$40/hour
Celebration Space	\$120	\$30/hour	\$45	\$15/hour
Kitchen	\$24	\$8/hour	\$15	\$5/hour
Chapel/Conference Room	\$60	\$15/hour	\$30	\$10/hour
All Other Rooms	\$40	\$10/hour	\$15	\$5/hour

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## PROPERTY USE AGREEMENT

### ONE-TIME AND PERIODIC USE

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Start Time including \_\_\_\_\_ End Time including \_\_\_\_\_  
setup: — clean up: \_\_\_\_\_

Room(s) requested: \_\_\_\_\_  
\_\_\_\_\_

Event Purpose: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_ Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_

#### To be completed by staff or agent of LWUMC

##### Rental Rate

Facility rental charge: \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_ Received: \_\_\_\_\_ Returned: \_\_\_\_\_

*Donations and deposits **must be** submitted each time **prior to** property use per duration granted.*

##### Signatures:

Facility renter responsible for agreement: \_\_\_\_\_ Date: \_\_\_\_\_

LWUMC Trustee Representative: \_\_\_\_\_ Date: \_\_\_\_\_

LWUMC Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

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## PROPERTY USE AGREEMENT

### LONG-TERM AND RECURRING USE

Room Requested: \_\_\_\_\_  
First date of use: \_\_\_\_\_ Last date of use: \_\_\_\_\_ Recurring every: \_\_\_\_\_ Start Time including setup: \_\_\_\_\_ End Time including cleanup: \_\_\_\_\_

Room Requested: \_\_\_\_\_  
First date of use: \_\_\_\_\_ Last date of use: \_\_\_\_\_ Recurring every: \_\_\_\_\_ Start Time including setup: \_\_\_\_\_ End Time including cleanup: \_\_\_\_\_

Room Requested: \_\_\_\_\_  
First date of use: \_\_\_\_\_ Last date of use: \_\_\_\_\_ Recurring every: \_\_\_\_\_ Start Time including setup: \_\_\_\_\_ End Time including cleanup: \_\_\_\_\_

#### To be completed by staff or agent of LWUMC

##### Rental Rate

Facility rental charge: \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_ Received: \_\_\_\_\_ Returned: \_\_\_\_\_

*Donations and deposits **must be** submitted each time **prior to** property use per duration granted.*

##### Signatures:

Facility renter responsible for agreement: \_\_\_\_\_ Date: \_\_\_\_\_

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## PROPERTY USE AGREEMENT

### Damage and Loss Policy

- a. Mutual Release and Waiver: Lessor and lessee do each herewith and hereby release and relieve the other and waive their entire claim of recovery for loss or damage to described property whether such loss or damage is due to the negligence of any said parties, their agents or employees or otherwise provided such waiver is permitted by both insurance carriers.
- b. Indemnity Provision: The Lessee agrees to indemnify and save harmless the Lessor against and from any and all third-party claims by or on behalf of any person(s), firm(s), corporation(s), arising from the conduct of, or management about the described premises, or from any accident in or on the described property arising from any breach or default on the part of the Lessee in the performance of any covenant or agreement on the part of the Lessee to be performed pursuant to the term of this lease, or arising from any act or negligence of the Lessee, or any of its agents, contractors, servants, employees or licensees, and from and against all cost, counsel fees, expenses, and liabilities incurred in or about any such claim or action proceeding brought thereon: and in case of any such claim, the Lessee upon notice from the Lessor covenants to resist or defend at Lessee's expense such action or proceeding by counsel reasonably satisfactory to the Lessor.
- c. Insurance Coverage: Prior to commencement of the lease, Lessee shall obtain and maintain in full force and effect during the term hereof, producing a copy of proof that will remain with this signed "Property Use Agreement," at Lessee's sole expense, the following insurance coverages upon Lessee's operations hereunder:  
Comprehensive General Liability: including contractual, products and completed operations with minimum limits of \$500,000 per occurrence and \$1,000,000 aggregate Combined Single Limits for Bodily Injury and Property Damage. Lessor, Lake Washington United Methodist Church, shall be designated as an additional insured. Said policy shall include provision for 30 day notice to Lessor of cancellation of the policy. Documentation of policy must be attached to this agreement prior to use.

Lake Washington United Methodist Church is not responsible for lost items. Please do not leave personal items in your reserved space.

This agreement shall be binding when signed and dated by the contact person for the above organization, and the Chair of the Board of Trustees or designated representative and Pastor of Lake Washington United Methodist Church. All parties involved understand that this agreement can be adapted or revised by Lake Washington United Methodist Church in order to accommodate the needs of LWUMC groups or programs.

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## PROPERTY USE AGREEMENT

### Terms for all agreements:

Initial and Date: \_\_\_\_\_

- No rooms are available for set up or use on Sundays until 1 p.m.
- The LWUMC reserves the right to terminate this contract.
- This contract should be renewed annually.
- Long-term renters are those who rent at least once per month for a minimum of 6 months.
- Room rental shall be on an ASSIGNED RESERVED basis, once rental agreement is on file.
- Room availability is the time indicated on the agreement, including setup. Early arrival does not guarantee early access to spaces rented.
- Room use outside of reserved times may result in loss of deposit or additional fees.
- All individuals and/or businesses including members in good standing must complete a room rental agreement form.
- Rental agreements and arrangements for keys must be made within LWUMC regular office hours: Monday-Friday: 9:00 a.m. - 5:00 p.m. For other arrangements, additional fees will apply.
- Audio/visual equipment may be available for some rooms for an additional fee.
- Lake Washington United Methodist Church is a smoke-free building. Smoking in the building or within 25 feet of any entrance will result in the loss of the deposit and/or termination of use.
- Lake Washington United Methodist Church is an alcohol-free building. No alcohol may be consumed on the premises of LWUMC. Violations will result in the loss of the deposit and termination of use.
- If serving food, users must possess any and all necessary permits prior to event.
- All rooms must be left in a neat, clean, and orderly condition which includes:
  - Furnishings and furniture returned to their original setup.
  - Lights and heat must be turned off.
  - Doors must be locked.
  - Personal items must be removed.

If these conditions are not met, a room clean-up fee of \$200.00 or the actual cost of cleaning, whichever is higher, will be charged and notice will be given to the group. Individuals holding events assume responsibility for any damage to rooms, contents, or equipment used. Users will be charged the actual cost for any necessary repairs or replacement.

- One-half of the total amount due is required 14 days prior to use.
- Full payment is due no later than two business days prior to use of room.
- This agreement may be canceled by either party with thirty (30) days written notice.

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## PROPERTY USE AGREEMENT

### Terms for one-time or periodic use

Initial and Date: \_\_\_\_\_

- A deposit equal to the amount of the minimum use room rate is required 14 days prior to the event.
- When deemed appropriate or necessary by LWUMC, a staff person or host may be assigned for after hours and weekend rentals resulting in an additional \$15.00/hour for the duration of the event.
- Cancellation must be done at least one week prior to the scheduled event, or the renter may be penalized for half of the total rental fee.

### Long-term Use:

Initial and Date: \_\_\_\_\_

- Groups with recurring use agreements for the Sanctuary, Celebration Space or Chapel may occasionally use additional rooms without a reservation or additional cost, if the room is not reserved for another group and is vacant at that time.
- Groups who routinely use additional rooms at least once per month are expected to reserve and pay for rooms used.
- Unreserved rooms may be used on a first come, first-served basis. Groups are therefore encouraged to reserve the rooms they will need to be guaranteed access.
- Requesting groups or individuals to vacate unreserved rooms will result in additional use fees.
- Space rental begins at the time listed on this agreement. Current room occupants may not be disturbed by room setup or room use but may be given a 5-minute warning that their rental time is over.

### Additional Requests from Schools:

- Clean the rooms, mini-kitchen, and bathroom weekly or pay to be added on our janitorial contract.
- Take all props, papers, and lost and found at the end of the summer.
- Pay \$200 toward carpet cleaning for the rooms they are using and the hallway.
- Leave a deposit of \$300 toward the playground. If there is no damage, the deposit will be returned.
- Allow schools to show potential preschool families the parts of the school which aren't being used.
- Assist in keeping bathrooms tidy.