



# City of Rainier Historical Church Rental Application

Daily Rental Fee: \$500.00      Damage Deposit: (separate): \$100.00      Cleaning Fee (non-refundable): \$25.00  
*Acceptable forms of payment: Check, Cash, Credit Card*

## **APPLICANT /RESPONSIBLE PARTY INFORMATION**

First & Last Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_      Contact Email: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

## **RENTAL INFORMATION**

Date of rental: \_\_\_\_\_

Start Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

End Time: \_\_\_\_\_

## **FEES**

Rental Fee: \$ \_\_\_\_\_

Fees Paid:      YES / NO

Damage Deposit: \$ \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Cleaning Fee: \$ \_\_\_\_\_

Deposit Refunded: \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

Staff Signature: \_\_\_\_\_

## **KEYS**

### **SIGN OUT**

### **SIGN IN**

Signed out to: \_\_\_\_\_

Dropped off by: \_\_\_\_\_

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

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

Staff signature: \_\_\_\_\_

Staff signature: \_\_\_\_\_



## Rental Policies and Procedures

### **Availability**

Rental of the Historical Church will be available for reservation no more than 12 months in advance of the date of rental. All requests will be on a first come, first served basis. As this is a historical property, the rules and regulations listed respect the antique nature of the building and property.

### **Damage & Cleaning Deposit**

A damage deposit must be paid prior to reservations being confirmed. Reservations may be made without a deposit but will not be guaranteed until payment is received in-full at City Hall. Deposit refunds will be generated during the next regularly scheduled voucher processing (bi-monthly). Assessment of damage shall be the determination of the Public Works Supervisor and is not subject to dispute. If the damage exceeds the deposit amount, the applicant will be billed for the balance. The cleaning fee is non-refundable and is included with all rentals.

### **Fees**

Fees are determined by council action and may not be modified or waived without council approval. Rental fees must be paid in advance of the event.

### **Keys**

Keys must be picked up the Thursday before event during standard City Hall business hours. Payment must be received in-full prior to picking up keys. Earlier access may be granted at the Clerk Treasurer's discretion. Keys must be returned during business hours and must be signed in by a city staff member. If the key is lost, the applicant is responsible for the replacement of the key and locks.

### **Occupation**

Actual time that renters may access the building is for the period rented. If parties need earlier access for decorating, etc., pre-approval must be gained from City Hall. Additional days requested will accrue additional daily fees as applicable.

### **Cancellation Policy**

Reservations cancelled within 10 business days will only receive a 50% refund. In the case of an emergency or severe weather, we will refund in-full or reschedule.

### **Hours**

All events must conclude by 10pm. This includes clean-up and removal of decorations as well. All church doors and windows must be closed and locked prior to leaving the venue.

### **Furniture**

If requested at least a week in advance, the Public Works Supervisor may allow for moving of the pews. Applicant and/or guests are not permitted to move furniture without prior approval.



## **Parking**

There are three designated parking spots in front of the church. All other parking is street parking however there is a large parking lot on the corner of Rochester St. and Minnesota St. which is just one block away from the church.

## **RESTRICTIONS**

### **Food, Drugs, Smoking, Vaping**

Smoking, vaping, and/or drugs are strictly prohibited in the rental space and on the grounds. Food is allowed, however open flames are prohibited. Alcohol is permitted outdoors with a banquet permit issued by Washington State Liquor Control Board.

No bird seed, paper lanterns, rice, confetti, or glitter are allowed in the rental space or the grounds. No items may be taped, tacked, or nailed to the doors, windows, walls, or floors. Fog machines, pyrotechnics, displays or props involving water, and other special effect equipment with potential for fire or water damage are prohibited in all indoor spaces.

The bell is not to be rung at any point in time.

Pets are not allowed in the building. They are allowed on the grounds if they are well-behaved and cleaned up after.

### **Occupancy limits**

The church has a max occupancy of 80.

### **Emergency contact**

In case of medical emergency, call 911. If there are any issues with the church i.e., lighting, structure, grounds, please call our Clerk After Hours line at 360-789-9783.

### **Disclaimer**

The City of Rainier is not responsible for the theft, damage, or injury to any person(s) or personal property prior to, during, or after the scheduled event. The applicant agrees to hold harmless the City of Rainier and its staff from all claims, actions, suits, costs, damages, and liabilities resulting from the breach of this Agreement, by them or any of their attending guests or agents.



**Rental Agreement**

I have read and understand all policies and procedures concerning the rental of this venue as stated in this Agreement. I agree to uphold all policies and procedures and ensure that all guests and agents abide by them.

Applicant Name (Printed): \_\_\_\_\_  
First & Last

Applicant Signature: \_\_\_\_\_  
Date

City Staff Name & Title: \_\_\_\_\_  
First & Last Title

City Staff Signature/Title: \_\_\_\_\_  
Date