



Squaxin Island Community Kitchen

70 SE Squaxin Lane

Shelton, WA 98584

Direct line (360) 432-3873

Cell/Text (360) 763-2916

*** General Public Rental Agreement***

THIS IS A DRUG AND ALCOHOL-FREE FACILITY

Name of Responsible Party (*Must be 21 or over with ID*): _____

Squaxin Island Enrollment # C- _____ (*Copy of ID*)

Address: _____

Phone Number: (____) _____ Email Address: _____

Date of Use: _____ Number of People Attending: _____

Time of Use: from: _____ to: _____ *This time includes set up and clean up time.*

Nature of activity: _____

Will you need to use the PA System (Audio/Visual): Yes _____ No _____

Rates subject to change

Dining Room Pricing

Hours	Rental fee non-refundable	Cleaning/damage deposit	Total
1 – 4 hours	\$200	\$100.00	\$300.00
4 – 8 hours	\$400	\$100.00	\$500.00
over 8 (8AM-11PM)	\$500	\$100.00	\$600.00

Dining Room and Full Kitchen Pricing

1 – 4 hours	\$250.00	\$200.00	\$450.00
4 – 8 hours	\$450.00	\$200.00	\$650.00
over 8 (8AM-11PM)	\$550.00	\$200.00	\$750.00

-Part of all your cleaning/damage deposit may be refunded depending on the condition of the building

-Reservations cancelled within 7 days prior to event date (in writing) will forfeit all deposits.

I received and signed a copy of the Policies and Procedures: _____ Initials

In accordance with the Rental Policies and Procedures I understand that I am responsible for the following tasks before I leave the facility. Please **initial each item below to acknowledge these responsibilities:**

- _____ All items brought in by renters must be removed by the end of your rental time.
- _____ All decorations taken down and tape (blue painters) removed from all surfaces.
- _____ All Outdoor Decorations must be taken down by the end of rental time.
- _____ Fog Machines are not allowed in the Community Kitchen at any time for any reason.
- _____ Sweep and Vacuum floors
- _____ Take all trash to the dumpsters and replace liners.
- _____ Put all recycling in appropriate containers.
- _____ Break down all boxes before placing them in the cardboard dumpster.
- _____ Cover all tables.
- _____ Clean all tables with sanitizing water and put any additional tables away.
- _____ Chairs stacked and put away any additional chairs and tables (stacks of 6, use chair dolly)
- _____ Outside Garbage picked up and ash trays dumped.
- _____ Serving counters wiped down with sanitizing clothes
- _____ Bathrooms
 - Garbage picked up
 - Trash taken out to dumpster
 - Clean up any visible messes
 - Sweep floors

By signing, I acknowledge that I will be held financially responsible for any damages incurred during the time I am using the facility. I agree to pay the rental cost and acknowledge the responsibilities outlined above, including financial responsibility for any damages.

Signature of Responsible Party

Date

Parks and Recreations Coordinator Assistant

Date

For Internal Use Only:

Deposit Required: \$ _____ Additional Hrs. \$ _____

Amount Due: \$ _____ Amount Paid: \$ _____

Building Condition Notes Pre-Event: _____

Building Condition Notes Post-Event: _____

Key returned: _____ Deposit Refund: \$ _____

Building Checked by: _____ Date: _____