



ROOM RENTAL GUIDE



110 11TH AVE SE OLYMPIA, WA 98501

MAIN OFFICE: 360-943-1210

[HTTP://WWW.THEUNITEDCHURCHES.ORG](http://www.theunitedchurches.org)

THE UNITED CHURCHES OF OLYMPIA ROOM RENTAL FEES

Rooms Available	Partial Day Use Fee (4 hours & Under)	Full Day Use Fee (over 4 hours)	Fee Estimate
<u>Main Floor</u>			
Sanctuary			
Under 100 people	\$250.00	\$400.00	_____
101-200 people	\$300.00	\$450.00	_____
Chapel * 45 at tables <input type="checkbox"/> ; 60 in chairs <input type="checkbox"/>	\$100.00	\$150.00	_____
Fireside Room * 20 at tables <input type="checkbox"/> ; 40 in chairs <input type="checkbox"/>	\$75.00	\$100.00	_____
Library * 6 at table <input type="checkbox"/> ; 12 in chairs <input type="checkbox"/>	\$25.00	\$35.00	_____

<u>Lower Floor</u>			
Social Hall * 100 at tables <input type="checkbox"/> ; 150 in chairs <input type="checkbox"/>	\$150.00	\$200.00	_____
Main Kitchen near Social Hall (Cooking/Dishwasher/ Refrigerator/Counter use)	N/A	\$150.00	_____

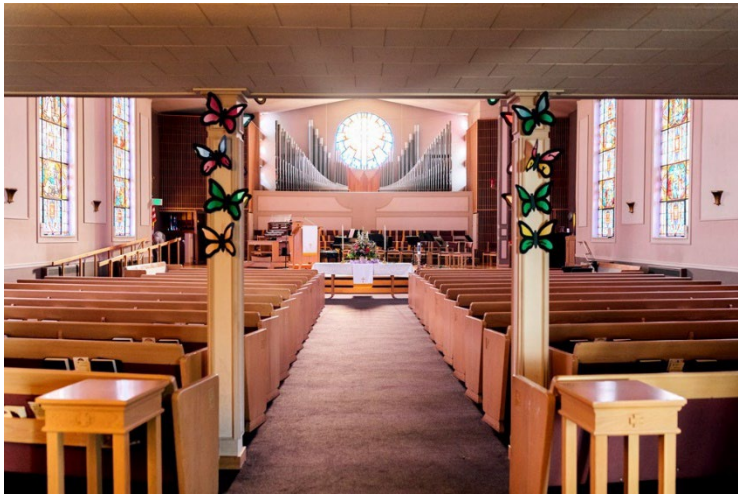
<u>Additional Equipment & Coordinator Fees</u>			
Grand Piano Rental (Sanctuary or Chapel)	\$50.00	\$10.00 per additional hour	_____
United Event Coordinator – Required for:			
<ul style="list-style-type: none"> • Groups of 100+; • Groups requiring use of sound equipment; & • All Legislative Advocacy Groups 	\$125.00	\$125.00	_____

* **Note:** # of individuals listed per room is the max number of people allowed. Check the box if you need tables or chairs only.

Total Fees	_____
Refundable Damage Deposit (Required for all rooms)	+ \$250.00

TOTAL AMOUNT DUE \$ _____

SANCTUARY



View entering the Sanctuary



View of seating in the Sanctuary; balcony seating is no longer available

<u>Sanctuary (max. #)</u>	Partial day use (Under 4 hours)	Full day use (4 hours+)
Under 100 people	\$250	\$400
101 – 200 people	\$300	\$450

CHAPEL



<u>Chapel (max. #)</u>	Partial day use (under 4 hours)	Full day use (4 hours +)
45 people at tables -or- 60 people in chairs	\$100	\$150

FIRESIDE ROOM



Kitchenette in Fireside Room

<u>Fireside Room (max. #)</u>	Partial day use (under 4 hours)	Full day use (4 hours +)
20 people at tables -or- 40 people in chairs	\$75	\$100

LIBRARY



<u>Library (max. #)</u>	Partial day use (under 4 hours)	Full day use (4 hours +)
6 people at table -or- 12 people in chairs	\$25	\$35

SOCIAL HALL



NOTE: ALL TABLES AND CHAIRS MUST BE BROKEN DOWN AND /OR PUT AWAY BEFORE LEAVING.

<u>Social Hall (max. #)</u>	Partial day use (under 4 hours)	Full day use (4 hours +)
100 people at tables -or- 150 people in chairs	\$150	\$200

MAIN KITCHEN (NEAR SOCIAL HALL)



*Serving area
between the
Social Hall and
the kitchen*

<u>Main Kitchen</u>	Partial Day Use (under 4 hours)	Full Day Use (4 hours +)
Cooking, Dishwasher, Refrigerator and Counter Use	\$150.00	\$150.00

**GRAND PIANOS
(SANCTUARY OR CHAPEL)**



Baldwin Piano in Sanctuary



Mason & Hamlin Piano in Chapel

<u>Piano Rental</u>	Partial Day Use (Under 4 Hours)	Each Additional Hour
Sanctuary		
(Baldwin 7' Grand - Model SF)	\$50	\$10
Chapel		
(Mason & Hamlin 7' Grand - Model BB)	\$50	\$10

Note: Use of either Grand Piano is an additional charge from the room fee

Room Rental Guide at The United Churches of Olympia

CONDITIONS AND TERMS OF AGREEMENT rev. 8/2022

1. **PARKING IS NOT INCLUDED.** There is NO parking availability at the church. Church parking lots are leased to monthly parking tenants and reserved for church members attending church meetings and events. The parking lots are monitored daily, and violators will be ticketed and towed. **LET YOUR GROUP KNOW BEFORE YOUR EVENT, so they can plan on finding street and public parking.** Mobility needs and staff parking can always be discussed in advance with the Event Coordinator. Hired buses may park on Washington Street or on the Capitol Campus.

Downtown Parking Options

Mass transit is highly encouraged. Metered street parking and Capitol Campus parking are available near the church but neither is guaranteed. For a list of options, please review the following websites:

City of Olympia Downtown Parking Map

https://www.olympiawa.gov/services/parking_services/where_can_i_park.php

Washington State Capitol Campus Parking Options

<https://des.wa.gov/services/travel-cars-parking/parking>

2. **User Fees Shall be Paid by User Group in Timely Manner** – User Group agrees to pay the User Fee two weeks (14 calendar days) prior to the event date, or immediately, if this facility use agreement is signed less than one week before the event date. If payment is not made in a timely manner, this agreement is cancelled, and the requested space will be made available for other user groups.
3. **Facility Use Agreement Limited to Space Requested** – Use of the building by the User Group will be restricted to the room(s) requested. Other groups may be using other adjacent spaces and sharing facilities (restrooms, hallways, etc.) at the same time. **User Groups will work with the Event Coordinator for room set-up before the event as well as assist in the breakdown of the room after the event. The Cleanup Checklist must be completed and turned in, in order to receive return of the deposit fee.**
4. **Limitation of Liability** – The United Churches of Olympia, its employees, officers, and members will not be held liable for accident or injury incurred on the Church property due to the negligence, fault, or malfeasance of event participants or third parties during

tenant meetings or events. The User Group must contact their insurance company and provide a Certificate of Insurance confirming coverage, which includes The Church name and address, a copy of which will be attached to the rental contract.

5. **Cost of Repair or Replacement will be Paid by User Group** – User Group agrees to pay for the actual cost of repair or replacement for any damages caused to The Church buildings or their contents (including furnishings and musical instruments) by occupation or use of the space. The \$250 damage/cleaning deposit will be applied, and the group will be responsible for the remaining balance of damage repair.
6. **Church Cancellations** – If the church must cancel the User Group reservation because of any reason (e.g., unexpected weather events, destruction or damage to church property, unplanned church function such as a memorial service), all fees and deposit will be refunded to the User Group. The church will be closed to user groups on all Fridays, Saturdays, Sundays and Holidays.
7. **User Group Cancellation Required One Week in Advance** – User Group agrees that any cancellation of its rental reservation must be received one week (7 calendar days) in advance of the rental date. Failure to notify The Church within one week will result in forfeiture of the deposit fee amount. *Cancellation notice within 24 hours of the day of the reservation will result in liability for payment of the full rental fee amount.* All cancellation notices should be in writing physically delivered to the church office during office hours, or via e-mail to: rentals@theunitedchurches.org
8. **Coffee/Beverage Service** – Coffee, tea and beverage service is not provided with this agreement. The User Group may use The Church’s coffee-making equipment but agrees to provide their own coffee supplies (e.g., coffee, cups, creamer) and thoroughly clean the equipment after use. Use of or disturbing other church hospitality supplies or refreshments stored on countertops or in refrigerators is prohibited. **Catering is allowed with Event Coordinator approval.**
9. **Respect Church Property** – Please remember that you are using space in a church, not a secular conference center. The primary purpose of this building and property is as a house of religious worship, fellowship, and spiritual gathering, and there may be activities of a religious nature occurring in another part of the building where your group is meeting. The User Group agrees to be respectful of church activities, sacred spaces, and other groups present in the building. **No PETS allowed and only service**

animals per RCW 49.60.040 will be permitted in the facility.

10. **Fragrance-Free Facility** – We are a fragrance-free facility so please notify attendees to refrain from wearing or be conscious of excess cologne, perfume, after-shave lotion, perfumed hand lotions, fragranced hair products and/or other similar products. Thank you for your consideration.

11. **Refundable Cleaning and Reservation Deposit** – The \$250 deposit will be returned in the mail to the address on this agreement **after the group has turned in a completed Cleanup Checklist** and The Church has determined it to be **returned to the condition it was in prior to the event.**

12. **Music Policy** – The Pianos and piano benches are to be protected at all times. No drinks, food, or any object shall be placed upon them. Only adults and children who have been trained to play the piano are permitted to do so. The pianos may only be moved by church staff. If you have requested use of either piano, please specify the location requested. Our pianos are tuned regularly. If you wish to have instruments tuned, they will be tuned at your expense, preferably by our contracted technician. The instruments may not be moved except by permission from the Music Director.

NOTE: In order to rent space at United Churches, user groups must submit an application and supporting documents. The Facility Use Application and Rental Rates Sheet can be downloaded and printed from our website:

www.theunitedchurches.org/room-rentals

For additional information or questions, contact:

Jane Appling, Rental & Events Coordinator

Phone: 360-943-1210 x 102

Email: rentals@theunitedchurches.org

*Thank you for abiding by these terms and for choosing to hold your event at
The United Churches of Olympia.*