



ROOM RENTAL GUIDE

Thank you for choosing The United Churches of Olympia!

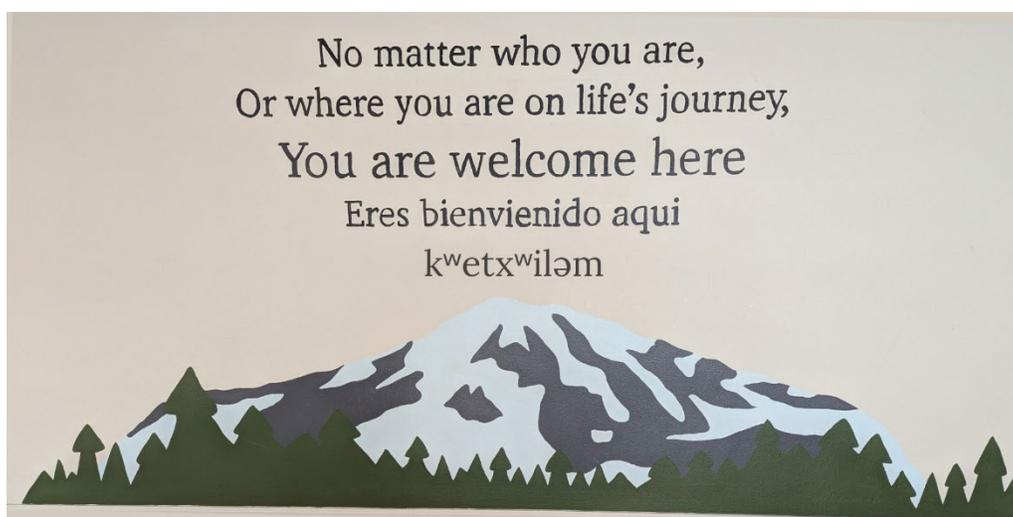
Whether it's your first time meeting here or you've been meeting here for years, we're glad you're here! We offer many rooms for meetings, gatherings, events, and parties for our members, not-for-profits, for-profits, government groups, and community organizations. Please review the following guide as some details have changed.

To rent space at The United Churches of Olympia (United), user groups must apply ([application](#) available on our website) *at least 2 weeks prior to the event date*. Applications must include supplemental documentation (IRS Determination letter – if applicable, and Certificate of Liability Insurance) and a refundable deposit of \$250. For advocacy groups wishing to book for the Legislative session, all bookings are first-come, first-serve and booking will begin for the following year on June 1st.

Please submit all materials to admin@theunitedchurches.org. Checks made out to *The United Churches of Olympia* should be mailed to **110 11th Ave. SE, Suite 210, Olympia, WA 98501**.

For additional information or questions, contact:

Rentals Coordinator
admin@theunitedchurches.org
360-943-1210



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

ROOMS AVAILABLE:

SANCTUARY



| Sanctuary (max. #) | Partial day use (Under 4 hours) | Full day use (4 hours+) |
|--------------------|------------------------------------|----------------------------|
| Under 100 people | \$257.50 | \$412 |
| 101 – 200 people | \$309 | \$463.50 |

Note: When renting the Sanctuary use of the Narthex (Foyer) is included.

CHAPEL



| Chapel (max. #) | Partial day use (under 4 hours) | Full day use (4 hours +) |
|---|------------------------------------|-----------------------------|
| 45 people at tables -or- 60 people in chairs | \$103 | \$154.50 |

Note: When renting the Chapel use of the Narthex (Foyer) is included.

FIRESIDE ROOM



| Fireside Room (max. #) | Partial day use (under 4 hours) | Full day use (4 hours +) |
|---|------------------------------------|-----------------------------|
| 20 people at tables -or- 40 people in chairs | \$77.25 | \$103 |

LIBRARY



| Library (max. #) | Partial day use (under 4 hours) | Full day use (4 hours +) |
|---|--|-------------------------------------|
| 6 people at table -or- 12 people in chairs | \$25.75 | \$36.05 |

SOCIAL HALL



| Social Hall (max. #) | Partial day use (under 4 hours) | Full day use (4 hours +) |
|---|------------------------------------|-----------------------------|
| 100 people at tables -or- 150 people in chairs | \$154.50 | \$206 |

MAIN KITCHEN
(w/ pass through to Social Hall)



| Main Kitchen | Partial Day Use (under 4 hours) | Full Day Use (4 hours +) |
|--|--|-------------------------------------|
| Cooking, Dishwasher, Refrigerator and Counter Use | \$154.50 | \$154.50 |

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) | \$51.50 | \$10.30 |
| Chapel | | |
| (Mason & Hamlin 7' Grand - Model BB) | \$51.50 | \$10.30 |

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

RENTAL RATE SHEET

| Rooms Available | Partial Day Fee (Under 4 hours) | Full Day Fee (Over 4 hours) | Fee Estimate |
|--|---|-----------------------------------|-------------------|
| <u>Main Floor</u> | | | |
| Sanctuary | | | |
| Under 100 people | \$257.50 | \$412.00 | _____ |
| 101-200 people | \$309.00 | \$463.50 | _____ |
| Chapel * 45 at tables <input type="checkbox"/> ; 60 in chairs <input type="checkbox"/> | \$103.00 | \$154.50 | _____ |
| Fireside Room * 20 at tables <input type="checkbox"/> ; 40 in chairs <input type="checkbox"/> | \$77.25 | \$103.00 | _____ |
| Library * 6 at table <input type="checkbox"/> ; 12 in chairs <input type="checkbox"/> | \$25.75 | \$36.05 | _____ |
| <u>Lower Floor</u> | | | |
| Social Hall * 100 at tables <input type="checkbox"/> ; 150 in chairs <input type="checkbox"/> | \$154.50 | \$206.00 | _____ |
| Main Kitchen near Social Hall (Cooking/Dishwasher/ Refrigerator/Counter use) | N/A | \$154.50 | _____ |
| <u>Additional Equipment & Coordinator Fees</u> | | | |
| Grand Piano Rental (Sanctuary or Chapel) | \$51.50 | \$10.30 per additional hour | _____ |
| United Event Coordinator – Required for: | | | |
| <ul style="list-style-type: none"> • Groups of 100+, • Groups requiring the use of sound equipment, • All Legislative Advocacy Groups | \$128.75 | \$128.75 | _____ |
| <i>* Note: # of individuals listed per room is the max number of people allowed. Check the box if you need tables or chairs only.</i> | | Total Fees | _____ |
| | Refundable Damage Deposit (Required for all rooms) | | + \$250.00 |
| | TOTAL AMOUNT DUE | | \$ _____ |

CONDITIONS AND TERMS OF AGREEMENT

1. **PARKING IS NOT INCLUDED.** There is NO parking availability at United. 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.** ADA parking is available with proper placard and staff may park temporarily in a designated “Church” spot when unloading and loading and then move their vehicle. Hired buses may park on 11th Ave to unload and then park for the day on Deschutes Parkway around Capitol Lake for free.

Downtown Parking Options

Mass transit is highly encouraged. Metered street parking and Capitol Campus parking are available near United, 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://capitol.wa.gov/visit/getting-here-directions-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 the facility use agreement is signed less than one week before the event date. If payment is not made in a timely manner, the 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 are expected to set up and break down tables and chairs for their event. User groups are expected to clean up during and after their event.
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 United 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 United 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 United 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 United 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.
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 United 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 United office during office hours, or via e-mail to: admin@theunitedchurches.org
8. **Coffee/Beverage Service** – Coffee, tea and beverage service is not provided with this agreement. The User Group may use United’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. **Gun-Free Facility** - Believing a gun-free environment is best for the safety and the spiritual framework for our congregational life and mission, the United declares its physical premises to be a gun-free zone. United supports thoughtful and common-sense steps to reduce the threat of gun violence within our neighborhood, community, and congregation. United does not oppose gun ownership. However, we do believe excluding firearms here assists in creating and supporting an environment that increases safety for all. On-duty law enforcement officers are exempt from this policy.
12. **Safety and Security** - To protect our shared safety, we ask that all groups refrain from leaving exterior doors open or ajar. You may leave doors open briefly during loading and unloading. Be sure all entrance/exit doors are closed and unpinned after everyone has gathered for your meeting. If your group will be having attendees come and go throughout the day, please make sure you have a volunteer at the entrance monitoring and/or letting folks in. Before leaving, make sure exterior doors are fully closed and locked from the outside.
13. **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 United has determined it to be **returned to the condition it was in prior to the event.**
14. **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 agree to all the above conditions and terms. Supplemental documents include IRS Determination Letter (if applicable) and Certificate of Liability Insurance. Examples included in this packet.