



Meetinghouse Use Agreement

Date of Event: _____ Time: _____

(Includes Setup & Cleanup)

Number of People Attending: _____

Name of Organization or Host: _____

Type of Event: _____

Print Name: _____

Signature: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: Home: _____ Work: _____

Mobile _____ Email: _____

Name of the Day of Event Contact Person: _____

Telephone: Home: _____ Work: _____

Mobile _____ Email: _____

Rental Options

	Time	Total Hours	Total
Upstairs Package — \$350/hr* Main Hall, Social Hall, & Lobby			
Social Hall — \$100/hr*			
Main Hall — \$300/hr*			
Double Classroom — \$50/hr*			
Small Classroom — \$30/hr*			
Middle Classroom — \$40/hr			
Nursery Classroom — \$30/hr*			
Kitchen — \$150/use			
Sound System — \$150/4 hour block			
Total Rental Price			

**Four hour minimum.*

Security Deposit [Please select one.]

- \$500 Check
- \$500 Cash
- Hold a Credit Card



Payment Schedule

	Due Date	Amount	Office Use Only
50% Rental Fee — to Secure Space			
50% Rental Fee — Due no more than 14 before event			
Security Deposit — Due no more than 14 Days before event			

CANCELLATION

Reservations canceled more than 90 days in advance are fully refundable. Reservations canceled within 90-45 days are 50% refundable. Cancellations within 45 days are not refundable. WES reserves the right to cancel an event at any point if the contract is violated.

REFUNDABLE SECURITY DEPOSIT

WES requires a \$500 Security Deposit on rentals paid for by check or cash. Part or all of the Security Deposit may be applied toward expenses resulting from damage or other costs connected with the renter’s use of the space, including failure to clean and straighten up or to honor other responsibilities. All or any remainder of the Security Deposit not used for these purposes will be refunded. Such expenses may be charged to a credit card if the rental is paid for by credit card.

INDEMNIFICATION

WES shall not be liable for injury to any person, or damage to or loss of any property owned or used by the undersigned or their assigns in connection with the use of our premises. The above-signed agrees to indemnify and hold WES harmless against any and all claims, damages, or expenses arising as a result of the use of WES premises. The above-signed hereby agrees to pay the above charges and to abide by the responsibilities outlined in this agreement and attachments.

BOOKING

No reservation will be honored unless and until WES has received a signed use agreement, full payment of the agreed Use Fee, and a \$500 refundable Security Deposit, if applicable. The use agreement outlines the specific rules of use and your responsibilities for set-up and clean-up.

PERFORMANCE

Performance of this agreement is contingent upon the ability of WES to complete same and is subject to labor problems, disputes or strikes, accidents, government regulations, natural events, emergencies, and any other causes beyond WES’s control. In no way shall WES be held liable for circumstances beyond its control.

FEES

Fees are determined from the time the Meetinghouse users, including caterers, musicians, etc., need access to the facility, and continues until the rooms have been fully cleaned and closed. All rates are based on a four-hour minimum period of use. Overtime usage may be subject to a 25% surcharge from published rates, all in minimum 1 hour increments. Set-up (of chairs, tables, etc.) and clean-up services for your event are not included in the fees. Renters will be charged published rates for use of additional space not previously included in the contract.

THERE WILL BE NO ACCESS TO SPACE PRIOR TO THE START OF THE CONTRACTED RENTAL TIME.



RESPONSIBILITIES

ALCOHOLIC BEVERAGES: Beer, wine, and champagne may be dispensed and consumed within the building in moderation and in compliance with the laws of the District of Columbia, but may not be sold. Hard liquor may not be served, consumed, or sold in or around the premises.

CHAIRS AND TABLES: Approximately 250 chairs and 29 rectangular tables six feet long are available for your use free of charge. You may rent additional chairs and tables for your use. Any items moved must be returned to their original placement and cleaned if needed.

CHILDREN: Children and teenagers must be supervised at all times. Groups of young people under 21 years of age must be chaperoned by one adult for every ten (10) young people. Anyone under 18 is NOT permitted to use the elevator without an adult on the elevator with them. Failure to not follow this, may result in a charged of \$150 elevator inspection fee and any other charges to repair the elevator.

CLEANING AND STRAIGHTENING: Upon arrival for your event, the areas to be used will be clean and the toilets supplied. Set-up (of tables, chairs, etc.) for your event is your responsibility and is not included in our cost. Any furniture or items moved by you must be returned to their original place, and cleaned if needed, to avoid charges against your deposit. Post signs or notices using only ordinary, painter's tape (no nails) and remove them at the event conclusion. All litter and refuse must be picked up and properly disposed of.

CONDUCT: The conduct of all persons attending a program are expected to be respectful of the property, the regulations, and staff on site.

COOLING/HEATING SYSTEM: The system is pre-programmed to maintain temperatures appropriate for the season.

DECORATIONS: No attachments such as tacks or nails shall be made to any walls, beams, ceilings, or floors. Painters tape (blue tape) may be used to temporarily hold items, but must be completely removed. Nothing shall be taped directly to the windows or window framing, and nothing may be attached to the ceiling fans. If candles are to be used, they must be dripless and have a protective covering underneath. Any wax residue will be considered as damage. Rice may not be thrown either indoors or out. Birdseed may be thrown outdoors only. Balloons must be secured to prevent floating to the ceiling or becoming entangled in ceiling fans.

DELIVERIES: Deliveries from caterers and furniture rental, etc., and pick-ups shall be made during contracted usage hours only. Deliveries at other times require approval from the WES office and may require additional fees. All items must be removed from WES immediately at the conclusion of your event. WES cannot be responsible for any items left before, during, or after your event. Unless otherwise approved in advance, all deliveries must be made through the main entrance on 16th Street.

EMERGENCY EXIT LIGHTS AND SAFETY LIGHTS MUST BY LAW REMAIN ON AT ALL TIMES.

FIREARMS: Firearms are forbidden. They are not allowed on the premises.

FRONT & REAR DOORS will normally be locked prior to your arrival. The sexton will open the building at your contracted arrival time, and will secure the building at the end of your event, once you have completed the clean-up checklist on page six. Do not prop open the doors during heating



or air conditioning seasons, as this will waste energy and incur additional expense.

KITCHEN: Remove all food and any other materials from your event at the event conclusion. Wipe down all prep surfaces and clean any sinks used. Wipe down ranges if used and wash drip pans. Wipe out refrigerator and or freezer compartment if used. Sweep and mop floors and remove trash and recyclables.

- Unless previously arranged, use of WES's pots, pans, coffee makers, vases, trays, and foodstuffs is not permitted.
- WES does not have an ice machine. Purchased ice should be stored in the renters own coolers.
- Stoves, ovens, sinks, prep space and available refrigerator space is available with rental of the kitchen.
- No food and beverages may be left at WES once the event has concluded.
- All dishes must be washed and put away. Additional charges will apply if not properly cleaned.
- Wipe down all kitchen surfaces.
- Wipe out all sinks.
- Wipe up any spills on the floors.
- Sweep floor and return dustpan to janitorial closet.
- All trash must be bagged and taken to dumpster or additional cleaning fees may be assessed.

INCLEMENT WEATHER: If circumstances beyond WES's control prevent the envisioned use of the space, WES reserves the right to cancel the contract at any time. A refund will be given or the event rescheduled as agreed upon by WES and renter. WES will make every attempt to keep walkways passable during inclement weather. However, WES assumes no obligation from ice and snow removal for storms will immediately proceed the scheduled event and which thereby make the walkways and parking spaces unusable. On consultation with WES and assuming it to be mutually advisable, the renter may contract for snow or ice removal service at the renter's expense.

NOISE: WES is located in a residential neighborhood with homes on both sides. Noise must be kept to an acceptable level. Noise within the Meetinghouse shall not disturb other activities occurring there simultaneously. Your event must end by 10:00pm weekdays, 8pm Sunday nights, and 11:00pm on Fridays and Saturday nights, and the premises must be completely vacated by midnight. Noise and sound must end by 8pm on Sunday evenings and weeknights. Washington D.C. noise regulations allow for a maximum sound level of 55 db(A) which the renter may not exceed. Failure to follow the noise regulations may result in the forfeiture of your security deposit or additional charges without mitigating your responsibility for other expenses arising from your use of the space. If the renter is asked more than once to lower the noise level, a \$100 fee will be imposed for each subsequent request. In the event WES receives a noise fine from the city, the renter will reimburse WES for that fine. **WES does not allow for outside DJ's to amplify music. A WES Sound Technician can be hired for an additional fee to operate the WES sound system should microphones and/or music be preferred. DJ's are able to connect to our system through standard equipment inputs.**

PARKING: Park on Sixteenth Street whenever legal to do so. There are a limited number of parking spaces at the rear of the premises that are shared with others using the premises but may be used by setup people and other early arrivals. These spaces are not available weekdays from 7am-6pm. Do not parallel park along the alley or block any of our neighbors' parking as offending vehicles will be towed. No parking is permitted on top of the sidewalk leading to the front door. General parking is available as posted on both sides of Sixteenth Street and on nearby side streets. Failure to honor



the parking responsibilities may result in the forfeiture of your security deposit or additional charges without mitigating your responsibility for other expenses arising from your use of the space, including those in connection with enforcing the noise and parking responsibilities.

PIANO: A baby grand and upright are available for your use for an additional fee. The baby grand rests on a piano truck, and may be re-positioned within the main hall by careful and gentle pushing, by three people to evenly distribute the pressure on its legs. The electrical cord (for its internal humidifier system) must remain plugged into an outlet or an alarm will sound continuously.

PLAYGROUND: Children and teenagers must be supervised by an adult at all times. Groups of young people under 21 years of age must be chaperoned by one adult for every ten (10) young people.

PUBLICITY: The WES telephone number shall not be included in any advertising or invitations for your event, nor will WES take any messages for event hosts or participants.

PROHIBITED: Illegal items are prohibited.

PYROTECHNICS are forbidden and are not allowed on the premises.

SECURITY: At WES's request, the renter must hire an unarmed private security officer. Proof of the hiring must be provided upon final payment or 14 days prior to an event. If this is requested by WES and the proof is not provided by the time frame listed, then the event reservation will be cancelled.

SOUND EQUIPMENT: Microphones and use of the WES sound system may be arranged with WES for an additional charge. A sound technician can be hired in four-hour blocks. Outside DJ's may not be used. Only WES sound technicians may operate WES's sound equipment.

TOBACCO: WES is a tobacco free property. Use of tobacco products is prohibited on the property.

TRASH: WES recycles and you are asked to separate plastic bottles, glass bottles and aluminum cans from the rest of the trash. Clean mixed paper and cardboard is also recycled. Please do not overload the trash bags since they will likely break as they are carried out. Dumpsters and recycling totes are to be found out back next to the alley. Please ask the Sexton to unlock them for you when you need access to them.

In the event WES determines that any violation of the terms of this agreement or any applicable law, ordinances or regulations is likely to occur in your use of the our premises for your function, we reserve the right to cancel your function. Any such determination shall be pursuant to our sole discretion and shall be binding and final and we shall no be liable either to you or your service providers for any such cancelation.