

RENTAL FACILITIES

The primary purpose of the Washington Ethical Society is to provide a spiritual home for our members. When the Meetinghouse is not being used for that purpose, WES may make it available to other organizations or groups, as long as such use is in accordance with WES's values.

Reservations are confirmed once WES has received a deposit and signed contract.

SPACES AVAILABLE

The Meetinghouse has a lobby, main hall and social hall on the upper level, and a kitchen and classrooms on the lower level. Restrooms are on the lower level, and are handicapped accessible via the elevator from the upper level.

Main Hall This is a large open space (no columns or other obstacles), 48 feet x 44 feet, with high ceilings, and flexible seating. The two side walls are all windows which let in lovely natural light, overlooking our lawn and neighborhood homes and yards. At the front of the hall is a stage, 20 feet x 15 feet. A Steinway baby grand piano is available for use. The hall is carpeted wall-to-wall with low pile commercial carpeting.

- Maximum capacity is 300, for a standing reception.
- Seated capacity in auditorium fashion is 200.
- For a banquet or reception, utilizing tables, capacity is 175.

Lobby This large area has a beautiful slate floor, two coat check areas and a service counter with sink.

Social Hall This pleasant room measures 19 feet by 32 feet and is carpeted. Located on the upper level it has a view to 16th street and direct access to the courtyard. Maximum seating is 60.

Classrooms The following classrooms are available:

- Double Classroom. Seats up to 40. Has a built-in, folding room divider.
- Classroom. Seats up to 20.
- Two Small Classrooms. Each seats between eight and 16.

Kitchen A commercial grade kitchen with two ranges, prep sink, triple wash sink, two prep tables and cooking utensils. One 12-cubic foot refrigerator compartment is available. No dishes, linens, etc. are provided.

Equipment Use of WES's sound system and equipment are available for an extra charge. WES does not have a dance floor, but renters may provide their own.



MEETINGHOUSE USAGE

- Hours* The Main Hall & Social Hall are generally available for use Monday through Thursday 9am - 10pm, Friday 9am - 11pm, Saturday 2pm - 11 pm, and Sunday 3pm-8pm.
- Sexton* A sexton will open the building at the contracted start time, be present to assist throughout the event, and close and lock the building at the conclusion of the event.
- Catering* Renters may choose their own caterers.

RATES

Fees are determined from the time the Meetinghouse renters, including caterers, musicians, etc., need access to the facility, and continues until the rooms have been fully closed. Renters are responsible for setting up chairs, tables, etc. for their event and returning them to their original locations when it ends.

<i>Upstairs Package (Main Hall, Social Hall & Lobby)</i>	\$350/hr; 4 hour minimum
<i>Main Hall</i>	\$300/hr; 4 hour minimum
<i>Social Hall</i>	\$100/hr; 4 hour minimum
<i>Double Classroom</i>	\$50/hr; 4 hour minimum
<i>Middle Classroom</i>	\$40/hr; 4 hour minimum
<i>Small Classroom & Nursery</i>	\$30/hr; 4 hour minimum
<i>Kitchen</i>	\$150 one-time event fee

Overtime usage may be subject to a 25% surcharge from published rates.

Note— classrooms are not available during the week.

SECURITY DEPOSIT

WES also requires a \$500 refundable security deposit on rentals paid for with a check or cash or WES can hold a credit card number. 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. Such expenses may be charged to renter's credit card if the rental is paid for with a credit card.

CHAIRS AND TABLES

Approximately 250 chairs and 29 rectangular tables six-feet long are available at no additional cost. Renters may bring their own chairs and tables.