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Security Deposit

\$500 Check

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. Part or all of the Security Deposit may be applied toward expenses resulting from damage or other costs connected with your 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.

INDEMNIFICATION

WES shall not be liable for injury to any person, or damage to or loss of any property owned or used by you or your assigns in connection with the use of our premises. You agree to indemnify and hold WES harmless against any and all claims, damages, or expenses arising as a result of your use of WES premises. You hereby agree 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 continue 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 and may not be consumed outside the PROPERTY RESTRICTIONS set forth below. Hard liquor may not be served, consumed, or sold in or around the premises. You must ensure guests served alcoholic beverages are 21 years of age or older. Unbreakable containers for beverages must be used. There must either be a system to limit the individual consumption of alcohol or a place where car keys can be deposited to reduce the chances of someone driving intoxicated. You are responsible for ensuring safe rides for individuals who become unfit to drive.

CHAIRS AND TABLES: Approximately 250 chairs and 25 rectangular tables six feet long are available for your use free of charge. Tables are located in the first floor closet next to the elevator. Renters are responsible for arranging their event space. WES has limited round tables to be used free of charge. These round tables require WES staff to bring them to the rented space and must be coordinated at contract time in writing. Any items moved must be returned to their original place and cleaned as 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 charge 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, including balloons, glitter, etc.



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

BUILDING TEMPERATURE: The cooling/heating system is pre-programmed to maintain temperatures appropriate for the season. **DO NOT ADJUST THE THERMOSTATS.** Space temperature varies based on time of day, number of participants in the space. You may adjustments to the following: shades (control are on the back north side of the building); open doors and lower windows as needed; turn on fans (adjustment knob is backstage on the wall).

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 WES staff 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 St.

WALK-THROUGH: Any walk-through required with WES Staff participation (outside of space tour times - usually Sundays) will be billed at \$75/hr in hourly increments.

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 (if assigned) will open the building at your contracted arrival time, and will secure the building at the end of your event, once you have completed clean-up. Alternatively, WES may supply you with a code for entering WES through the back door by the parking lot. To unlock the push bars at the front and at the back entrance there is a hex key on the information brochure rack to the left of the front doors.

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 the refrigerator and or freezer compartment if used. Sweep and wipe up spills on the floors and remove trash and recyclables. Brooms, mops and extra trash bags are available in the janitorial closet between the two downstairs bathrooms.

- 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 the floor and return dustpan to janitorial closet.
 - All trash must be bagged and taken to the dumpster or additional cleaning fees may be assessed.

INCLEMENT WEATHER: If circumstances beyond WES's control prevent use of the space, WES reserves the right to cancel the contract at any time. A refund will be given or your event will be rescheduled as agreed upon by you and WES. WES will make every attempt to keep walkways passable during inclement weather. However, WES assumes no obligation from ice and snow removal for storms that immediately precede your event and make the walkways and parking spaces unusable. On consultation with WES and assuming it to be mutually advisable, you 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 10pm weekdays, 8pm Sunday nights, and 11pm 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 you are 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, you will reimburse WES for that fine.

PARKING: Park on 16th St. whenever legal to do so. There are a limited number of parking spaces at the rear of the premises that are shared with others 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 16th St. 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 piano should not be moved.

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.



PROPERTY RESTRICTIONS: You must not occupy WES spaces not included in this agreement or any grounds outside WES's property, including the alley behind WES, the public sidewalk in front of WES, or neighboring properties.

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 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 canceled.

SMOKING: WES is a smoke-free property. Smoking any substance is prohibited.

OFFICIANT: WES Senior Leader will have the right of first refusal of any ceremonies that require an officiant (marriages, memorial services, etc.)

SOUND EQUIPMENT: Renter may make arrangements with a private sound company. WES does not supply any sound equipment.

TECH EQUIPMENT: WES does not provide tech support for events. A schematic of setting up a laptop to the provided TV's is included in this rental agreement. Any practice assistance for this process should be completed at least two weeks prior to the event by scheduling an appointment (usually on a Sunday).

WIFI : WES's wifi is available to renters. WES is not responsible for event issues if wifi is down. Please make back-up plans in those rare occasions that the wifi does not work. WIFI access is available: **Name:WESNET_2 Password: aaa8826650**

TRASH: WES recycles and you are asked to separate plastic bottles, glass bottles and aluminum cans from the rest of the trash. Extra trash bags can be found in the janitor closet on the ground floor between the bathrooms. 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 premises for your event, we reserve the right to cancel your event. Any such determination shall be in WES's sole discretion and shall be binding and final. WES shall not be liable either to you or your service providers for any such cancellation.



Washington Society (WES) – Using the Video Network in the Main Hall

Last updated May 26, 2022

What you will need:

1. A computer
2. A table in the northeast corner of the Main Hall
3. 20 ft HDMI cable
4. 20 ft ethernet cable (CAT 6 recommended)
5. Television remote control

Before coming to WES:

- 1. You should know what each of the above items is and;**
- 2. you should know how to configure your computer to use two monitors (multiple displays).**

Step 1: Turn on power to the Main Hall TVs and the network.
These switches are located on the stage to the right.

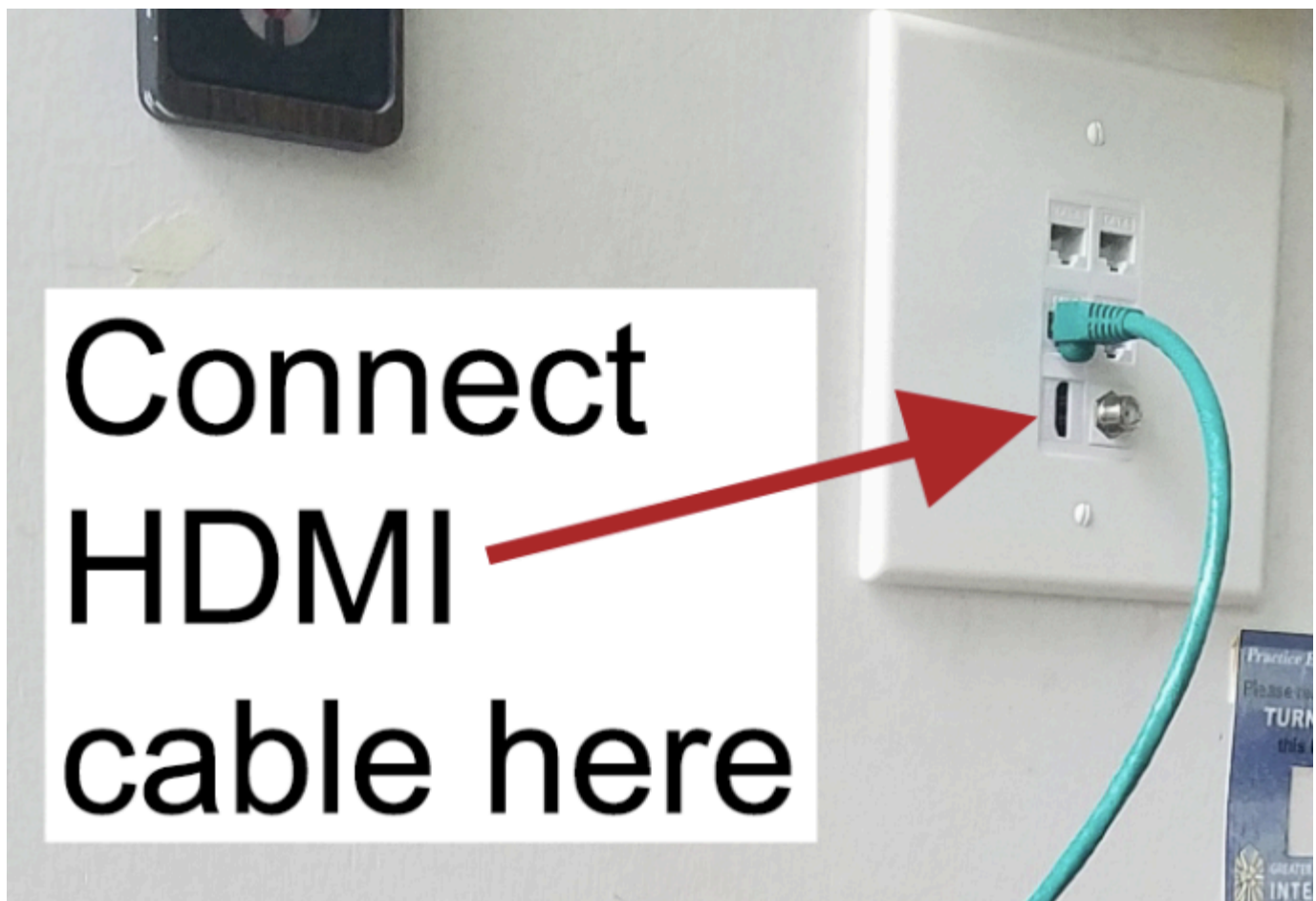


Step 2: Turn on both TVs with the remote control attached to the closet in the back of the main hall.



Step 3: At the table in the Northeast corner of the Main Hall, connect your computer to the video network with your HDMI cable.

Step 4: Configure your computer to use the TV(s) as a second monitor/display.



***** You should now be able to show your images and run video on the TVs. *****
– Please remember to turn off the power when you are finished. –