



MADRONA COMMONS

Meeting space for community
and connection building.

MADRONA COMMONS ("COMMONS") BUILDING USE & USE POLICIES

832 32ND Ave, Seattle, WA 98122

Madrona Grace Presbyterian Church offers The MADRONA COMMONS facilities to benefit the community consistent with its mission. The COMMONS staff will review requests to use its facilities upon receipt of a completed facility use agreement. The COMMONS Staff determines facility use based upon the Church mission, consistency with current building use and responsibility to remain respectful neighbors.

CLEAN & GREEN: Complete clean up is expected promptly after the event. Vacuums, brooms and other cleaning supplies will be made available to User in order to return the spaces used to the condition in which they were found. All items brought by User must be removed, including all decorations. Food or drinks left behind will become property of The COMMONS and will be used to feed hungry volunteers or residents of Julia's Place family shelter. COMMONS Staff must give approval for leaving behind any equipment or decorations, or a disposal fee may be deducted from the deposit.

The COMMONS strongly encourages Users & Caterers to use a minimal amount of disposable products due to the environmental impact. **One large bag each of garbage, compost, and recycling (three bags total) are allowed,** and must be taken out in a quiet manner to the trash bins after the event. Additional bags need to be taken with Caterer/User after the event or there is a \$25 charge per additional bag (or \$75 for additional dumpster pickup). The COMMONS is not responsible for decorations or food related clean up. Unless otherwise noted, either the Caterer or User assume responsibility for taking down all tables and chairs and removing all items. Extra cleaning by COMMONS Staff (for excessive spillage/staining on rugs, for example) will be billed at \$25/hour (\$50/hour between the hours of 12am and 9am) and will be deducted from the Cleaning and Damage deposit. Any failure to comply with setup and cleanup policies will result in additional charges and/or the loss of the deposit.

DEPOSITS: A conditionally refundable Cleaning and Damage Deposit of no less than \$300 is required. Additional staffing, setup, cleaning, or tech fees may apply as noted on the Use Rates Document. Separate checks are preferred for the consideration and Damage Deposit respectively. If the Damage Deposit is included in the same check as the initial event fee deposit, it will be the User's responsibility to contact the COMMONS within thirty (30) days after the event to request a refund. Otherwise, the COMMONS will consider the Damage

Deposit as a donation. Liability for cleaning or damage in some cases may exceed the amount of the deposit, in which case User agrees to pay for any and all building damages, equipment loss, cleaning costs, or any other damages or losses resulting from their event or its participants, vendors, etc. Refund of Cleaning and Damage deposit will occur after determination of eligibility by the COMMONS Staff. If a portion of the damage deposit is needed for damages or cleaning, a refund check for the remaining balance will be mailed within thirty (30) days after the event.

USE TIME: When establishing a use time table, User will include setup and cleanup in the use period. **Caterers and others should be instructed not to arrive before the contracted use time.** Deliveries of use equipment, cakes, flowers, etc., must be made during the use period unless approved in writing via email. Additional fees will be charged by the ½ hour for any extended time, according to the schedule of fees fixed by the COMMONS and only if such time extension is approved by COMMONS staff. The COMMONS reserves the right to charge for nonapproved delivery and pickup of use items outside of normal hours of operations, or setup/ cleanup times for event. User will be charged from the time the first person associated with the organization enters the use space, until the last person leaves the building. If the User fails to vacate the premises and surrender possession of the Facility within the above limits, all Use and Cleaning/Damage Deposit fees and further use of the Facility may be forfeited.

SIGNAGE: **Without prior approval by COMMONS staff, no signs, decorations, or other items may be tacked, taped or affixed in any way** to equipment, walls, pillars, or any other surface of the building, inside or out. Temporary directional signs on their own supports may be in place the day of the event, but must be approved and removed immediately after the event. Green painters tape is generally allowed in most spaces but check with COMMONS Staff before using.

SAFETY AND SECURITY: All Users must designate an individual to sign the Security Agreement and work to ensure attendees leave quietly and do not disturb the neighbors, take drinks outside, or behave in any disorderly or loud fashion. Public events may require professional security; this is especially important for events after 10:00pm. If it is reported that unsupervised attendees exiting the building are engaging in loud or disorderly conduct, **User may be billed an additional \$100-300 fee** depending on severity of disturbances (regardless of whether police were called). Some events, for various reasons (including, but not limited to, crowd size, number of volunteers, complexity of setup, presence of children, serving of alcohol, etc.) require additional event oversight or security personnel. The COMMONS reserves the right to add, at the User's expense, additional oversight or professional security to make every event safe and successful. **These requirements will be discussed and decided prior to the event.** The COMMONS reserves the right to delay the opening of any event in the case that the premises are not deemed safe or appropriate for public admission. The COMMONS reserves the right to temporarily halt the admission of patrons to any event if The COMMONS believes capacity for the event has exceeded safe management of the premises. Security plans must be approved by The COMMONS in advance of the event.

QUIET HOURS: There are many houses and apartments nearby, some with young children, including families living in the basement of the building. Seattle's noise ordinance is in effect from 10 pm 7 am weekdays and 10 pm 9am weekends. [RCW <http://www.seattle.gov/spd/prevention/Neighborhood/noise.htm>]

Please help the COMMONS to be a good neighbor by maintaining quiet during any activity in or around the COMMONS and while exiting the building after 10:00 pm. THIS IS VERY IMPORTANT. Loud bands, DJs, or amplified music may be asked to lower the volume at the discretion of the COMMONS Staff. (See security section for noise violation penalties.) Keep all windows & doors closed after 10pm.

ALCOHOL: Private use events or nonprofit public benefits may acquire permits, subject to COMMONS Staff approval. User is responsible for all appropriate permits & licenses from WSLCB. User is also responsible for all proper enforcement of WSLCB licenses and rules. Proper care must be given to cleanup spills during the event. Kegs must be properly contained and may not rest directly on the floor due to condensation. <http://liq.wa.gov> for more details about permits, etc. Any fines or penalties from local authorities that are shown to be as a result of Users staff, caterers or attendees, will be charged to User in full, even if this amount exceeds the damage deposit.

CATERING: User and/or their caterers are responsible for bringing any items needed for food service. The COMMONS does not guarantee kitchen equipment will be available or working unless specified in contract. Tables, chairs, plates, bowls, chafing dishes (warmers), and some other serving items are only available upon request. Please be sure your team **does not use any kitchen equipment** without prior approval by COMMONS staff.

DAMAGES: User is responsible for all damage to property and equipment. The COMMONS is not responsible for any items that are left, lost, or stolen. The building and grounds will be reviewed prior to and after use by the designated COMMONS staff member to determine conditions and any potential damage charges. User is encouraged to be present during this review. User is responsible for damage caused by its agents or patrons, including any damage or loss to the facility, equipment contained therein, exterior of the building, sidewalks surrounding the building, and any other objects or goods inside the building. User is responsible for reporting any damage made to The COMMONS premises immediately following the event. Any failure to report damage will result in additional charges and/or the loss of the Cleaning and Damage deposit.

INSURANCE: See Contract

ELECTRIC LIFT: Use of this equipment requires a special training and an additional damage deposit in the amount of \$150. USERS are also liable for damage to the lift caused by attempts to open the lift doors without permission.

Parking: Parking is NOT permitted on the East side of 32nd Avenue. Violators will be ticketed and towed at their owners' expense. Users are encouraged to make use of more plentiful

parking options on Marion St and 33rd Avenue. Do not block neighbor driveways or a penalty may incur in addition to city parking ticket.

LOADING & UNLOADING: Parking is NOT permitted on the East side of 32nd avenue, even while loading or unloading. When actively loading or unloading, have one person in the vehicle, or park on Marion St and use the back door. The loading zone adjacent to the property is not intended for Madrona Commons use. Do not block this loading zone or neighbor driveways or a penalty may incur in addition to city parking tickets.

NONPROFIT ORGANIZATIONS: Certified non-profits must provide a copy of the renting organization's 501(c)3 letter from the IRS.

EVENT PUBLICITY: No promotion, publicity, or advertising (printed or otherwise) may state, imply, or allude to any sponsorship by or affiliation with the The COMMONS unless explicitly agreed upon with the COMMONS staff. Any mention of The COMMONS in print must be described with it's full name as follows: The MADRONA COMMONS 832 32nd Ave, Seattle, WA 98122 www.MADRONACOMMONS.org

ADMISSIONS TAX/LICENSES: User is responsible for all taxes & licenses including obtaining any and all appropriate performing rights or licenses prior to the event, when performing rights or licenses are required (for cover songs, etc). User is responsible for paying City of Seattle Admission Tax for public performances involving a ticket/door charge or specified "suggested donation" unless exempt.

SMOKING: Smoking is prohibited throughout the building and within twenty five (25) feet of any entrance per WA state law. [RCW 70.160.075]

STAFF REQUIREMENTS: User is expected to provide all staff for their event unless stated on the contract. The COMMONS requires Users have a minimum of one (1) designated staff person for any event open to the public. The COMMONS requires User to hire in house technical staff if technical equipment is being used, unless otherwise agreed upon in writing during the planning process. Chaperones & additional security may be required for youth events.

RESPONSIBILITY: Contracts will be approved for adults who are at least 21 years of age and who accept responsibility to attend the event and provide supervision throughout the period covered by the contract. Name(s) of person(s) who will be on the site and in charge at the COMMONS throughout the course of the event must be given to the Commons Manager or Director prior to the event. Only those persons specified by the applicant will be permitted to make additions or changes to the signed contract.

**SIGNATURE ON CONTRACT VERIFIES YOU HAVE READ & AGREE TO THESE POLICIES.
A PRINTED COPY OF THIS DOCUMENT IS NOT REQUIRED**