

# PNIA MCC RENTAL AGREEMENT



Pacific Northwest Ilocandia Association  
(PNIA) Multi-Cultural Center  
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Email: [rnnartea@msn.com](mailto:rnnartea@msn.com)  
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Organization or Individual Requesting \_\_\_\_\_  
Type of Activity \_\_\_\_\_  
Rental Date (s) \_\_\_\_\_  
Day of Week \_\_\_\_\_  
Use Hours \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm  
Note: Time period includes set-up and Clean-up.  
Estimated Attendance \_\_\_\_\_

Person in Charge of Activity \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Applicant (If different) \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Refund of Security/Damage Deposit Payable to \_\_\_\_\_  
Insurance: Yes \_\_\_\_\_ No \_\_\_\_\_ Insurance Company \_\_\_\_\_

## ASSUMPTION OF LIABILITY: AGREEMENT TO HOLD HARMLESS

The applicant assumes the entire responsibility and liability for losses, damages and claims arriving out of injury or damages to the applicant's displays, equipment and other property brought upon the premises and shall indemnify and hold harmless the PNIA and staffs from any and all such losses, damages and claims.

## INSURANCE POLICY

For your protection, you may wish to obtain a liability insurance while using this facility to indemnify against loss resulting from bodily injury and/or property damage.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## AGREEMENT TO ABIDE BY RULES AND REGULATIONS

In the event the applicant is an association, club, society, group or private individuals, the person signing this agreement for such entity represents to PNIA that he/she has full authority to sign such contract and, in the event that he/she is not so authorized, that he/she will be personally liable for the faithful performance of the agreement. The terms and condition, together with the attached rules and regulations shall constitute a contract between the applicant and PNIA. I have read all the attached printed rules and regulations for use of the PNIA facility. I understand and plan for the group I represent to apply to all the above printed rules and regulations.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## FOR OFFICE USE ONLY

Security/Damage Deposit Required: \$100.00 \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_

Rental Fee: Hour \_\_\_\_\_ X Rate: \$25.00\* \_\_\_\_\_ = \$ \_\_\_\_\_

Kitchen User Fee: \$25.00 \_\_\_\_\_

Total Fee: \$ \_\_\_\_\_ Due By (date) \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_

Security/Damage Deposit Refunded: Date Processed \_\_\_\_\_ Amount: \$ \_\_\_\_\_

\* - Includes set up and clean up

## **RULES AND REGULATIONS FOR USE OF PNIA FACILITY**

**1. FACILITY FEES AND USES** - The security/damage deposit must be paid at the time the application is approved. Payment for the user fees must be paid at least 7 calendar days prior to the activity. Reservations for the facility uses will be taken on a "first come first served" basis. If the applicant fails to provide at least 7 days notice of cancellation, the entire security/damage deposit shall be forfeited to PNIA. The applicant shall be responsible for expenses incurred by PNIA correcting, cleaning, repairing any property which was damaged in connection with the activity, meeting or event for which the facility was rented, regardless of who actually caused the damage. Payment for such damages shall be deducted from the security/damage deposit; the additional amount shall be paid by the applicant to PNIA within 30 days after receipt of bill for that amount. Facility used shall be limited to those specified on the approved application. All applicants shall be responsible for making sure that the 125 maximum occupancy capacity of the facility shall not be exceeded.

**2. OPERATION OF THE BUILDING** - The applicant agrees to begin the function at its scheduled time and to have guests and invitees vacate the building at the designated vacate time. PNIA reserves the right to have representative(s) present and to enforce any of those rules and regulations. Cooking in the building, with the exception of frying, is allowed only in the kitchen area. If frying is absolutely necessary, it shall be done outside the building. In addition to the rental fee, a separate user fee must be paid for the use of the kitchen. There is a 4-hour minimum when renting the facility on Friday through Sunday and a 3-hour minimum when renting the facility on Monday through Thursday.

**3. ALCOHOL/SMOKING POLICY** - Consumption of alcoholic beverages are not allowed in the facility unless a liquor permit is obtained and a licensed bartender serves the beverages behind a bar. Smoking is not permitted within 25 feet of the building.

**4. DECORATION** - The use of candles or any other open flames are strictly forbidden. The use of rice, birdseed, confetti and any other similar material is not permitted in the facility. Masking tape and scotch tape are permitted. No decoration is allowed which would damage the facility. Decoration must be fireproof.

**5. CLEAN-UP POLICY** - The applicant will be responsible for removal of all decorations, removal of any items of property brought to the facility, and removing all trash or depositing all trash in appropriate receptacles. Appliances and items of equipment used in connection with kitchen facilities shall be cleaned, using soap and water only. All floors and counters of facility shall be cleaned, using soap and water only. All spills must be cleaned up and wet-mopped, using water only, and then dry-mopped. Tables and chairs must be stacked and put back in proper storage area.

## RENTAL CLEAN-UP CHECKLIST

- Chairs - stacked and returned to proper storage
- Tables - wiped down and returned to proper storage area
- Trash - removed trash and deposited in dumpster located outside
- Floors - wiped up any spills and dry-mopped
- Appliances - clean any appliances used (stove, oven, refrigerator, freezer, microwave)
- Damage - checked for damage to walls, floors, appliances, equipment
- Equipment or supplies left in proper location

Was facility left in satisfactory condition?       Yes                       No

List any damage/problem \_\_\_\_\_  
\_\_\_\_\_

Did renters vacate facility on time as listed on application?       Yes                       No

If facility was vacated late, how late? \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

*Signature of PNIA staff does not waive liability of renter for items damaged or missing*