

# **Unity of Bellevue Facility Rental Contract Guidelines**

## **Introduction**

Thank you for your interest in renting at Unity of Bellevue! This rental guide provides the essential information needed to make a rental reservation.

## **Facilities and Availability**

Looking for a place to have a recital, class, workshop, or group meeting? Or a social gathering such as a wedding, reception, anniversary, birthday party, or memorial service? We have several rooms and spaces to accommodate your needs, and we even rent out our parking lot for events. Email us at [info@unityofbellevue.org](mailto:info@unityofbellevue.org) or call/text us at 425-747-5950 to check availability.

## **Site Visit**

Renters are encouraged to visit the facility prior to making a reservation to ensure it meets needs and capacity. Please contact us to make an appointment to tour our facility. To view photos of our available rooms and spaces, you can visit our website at [www.unityofbellevue.org](http://www.unityofbellevue.org) and click on the rental button at the top of every page.

## **When to Reserve**

Reservations may be made up to a year in advance. Please allow a minimum of 21 days in advance to ensure staffing.

## **Who Can Reserve**

Primary Contact must be at least 21 years of age or older and be present throughout the entire reservation unless an alternate is otherwise arranged and approved with Unity of Bellevue. The person signing the reservation form is the responsible party in case of damage, theft, or disturbance.

## **What to Submit to Reserve**

Complete this form and email, mail it, or drop it off at our facilities. Once the total rental fees are determined by our staff, a 50% deposit is required to reserve your event.

## **Rental Hours**

When determining the start and end times to request, consider time needed for deliveries, set-up, decorating, and full clean-up. If entry occurs before contracted time and/or exit occurs after contracted time, additional fees will be charged. Forms are available online on our website, through email request or at our facilities.

## **Fees**

Rental fees vary by room and by services needed. See contract form for details. Our fees for building monitor rental staff (required) begin 30 minutes before renter entry until 30 minutes after renter exit. If needed, audio/visual (A/V) staff is billed at 30 minutes before start time of A/V event until 30 minutes after end time of A/V event plus a 2-hour minimum fee.

## **Discounts**

Discounts are available for returning renters and for non-profit organizations. Please contact staff for more information.

## **Payments**

50% of your total rental fees is due at the time of reservation. The remaining 50% is due by the start of your event. We accept check, cash, or card for payments.

## **Cancellations**

Up to 14 days prior to the event, your total payment made-to-date is fully refundable, less a \$25 administration fee.

From 13 - 7 days prior to the event, total payment made-to-date is refundable at 50%.

From 2-6 days prior to the event, your total payment made-to-date is refundable at 25%.

Within 48 hours prior to the event, your total payment made-to-date is nonrefundable. Emergencies may be exempted and can be discussed with Unity of Bellevue staff.

## **Rescheduling**

Requests to change of the time or date of a reservation will be accepted in writing, through email, or over the phone. Approval is subject to facility and staff availability. Any additional rental fees resulting from changes in total hours of rental must be paid in full at the time of the change.

Unity of Bellevue, acting in good faith, may cancel the reservation if our facility becomes unsafe for the intended use. Such circumstances include but are not limited to, natural disasters, environmental hazards, civil disturbances, or other events affecting public health and safety. In such circumstances, Unity of Bellevue will provide a full refund and will attempt to give the renter reasonable notice of the cancellation.

## **Set-Up and Clean-Up**

The renter is responsible for setup, take down, and cleanup, including moving portable furnishings and rearranging tables and chairs. Refer to the Facility Inspection Checklist for a list of tasks that are required to be completed by the end of the reservation.

All furnishings must return to their original locations and equipment properly stored. Use caution so that floors and walls are not damaged.

All items brought into the facility by the renter must be removed by the end of the rental. Renters must remove all food, materials, non-Unity-of-Bellevue equipment, decorations, and garbage. It is the renter's responsibility to properly dispose of trash, recycling, and compost, and leave the facility clean and intact.

## **Decorating**

The following is allowed at Unity of Bellevue facilities:

- Decorating is allowed during the reservation time.
- Freestanding decorations may be brought into the facility but must be removed by the end of the reservation.

- The use of painters' tape to attach decorations. However, all tape must be removed with the decorations.
- Balloons and flower petals so long as they are removed at the end of the reservation.

The following is not allowed at Unity of Bellevue facilities:

- Using staples, nails, or masking, Scotch, and duct tape to hang decorations.
- Removing facility displays, art, or other items affixed to walls.
- All fireworks.
- Fog, smoke machines, dry ice, rice, bird seed, dance wax, glitter, confetti, etc.
- Balloon releases.

For any questions, contact Unity of Bellevue staff.

### **Delivery and Pick-Ups**

Delivery and pick-ups must be scheduled during the reservation hours, unless otherwise arranged. Use main building entrances for loading and unloading unless otherwise approved. Do not block building entrances. Due to space and security concerns, items cannot be stored prior to or following the reservation.

### **Flammable Materials**

The use of flammable materials is regulated by the City of Bellevue Fire Department in compliance with the City Fire Code. Flaming food is not permitted at indoor facilities.

Additionally, fireworks are prohibited in the City of Bellevue and cannot be used at our facilities. Fuel canisters for warming food that are contained and will not tip over are allowed. Use of tealight candles is approved on a case-by-case basis.

### **Kitchen Use**

Use of kitchen appliances and or equipment is permitted with kitchen rental. Renters are responsible for the care, condition, and cleaning of any equipment used. Please contact Building Monitor Rental Staff for any questions regarding usage or cleaning. Our sink drain does not have a food disposal. Please place all food scraps in composting/yard waste bins.

### **Food/Catering**

Renters may bring in their own food, have food delivered to the facility, or have the event catered by a company. Unity of Bellevue allows renters to hire the company of their choice to provide catering for their reservation. Caterers must bring food prepared to the facility ready to serve. Caterers are responsible for cleaning any areas used.

### **Trash/Recycling/Composting**

Renters are responsible for putting trash, recycling, and composting in the appropriate receptacle bins. At the end of an event in the Atrium or Friendship Room or any other event that generates a substantial amount of trash, recycling and/or composting, renters are responsible for emptying bins into our outside containers. Our building monitor can unlock and identify these for you. If renters are unwilling to sort and/or remove trash, recycling, and compost, renters are responsible for removing all their trash, recycling, and composting from the premises when they exit.

## **Alcohol**

Alcohol is allowed at indoor events. To serve alcohol during the reservation, a Washington State Liquor and Cannabis Board banquet permit or special occasion license permit is required. A copy of this permit must be submitted to the State a minimum of 14 days prior to the reservation, although 30 days prior is recommended. This license may be obtained at this website <https://lcb.wa.gov/licensing/special-licenses-and-permits>. The license must be posted on a public bulletin board inside the facility near the usage during the entire event. The renter is responsible for the conduct and behavior of the guests. Underage drinking under 21 years of age is strictly prohibited. Serving alcohol without proper approval and permits and or in violation of any of the above policies and procedures may result in a police citation, immediate shutdown of the rental, forfeiture of fees paid, and/or additional fees and penalties.

## **Parking**

Unity of Bellevue has 103 parking spaces including 7 ADA compliant spaces and is available for renters to use during events, with accommodation for needed Unity of Bellevue staff and volunteers. The parking lot may be rented separately for events. Please see contract form for details.

## **Smoking**

Unity of Bellevue is smoke and tobacco free. Smoking is not permitted anywhere on site at Unity of Bellevue.

## **City Codes, Policies and Ordinances**

All City of Bellevue codes and ordinances will be in effect and enforced at Unity of Bellevue. See <https://bellevue.municipal.codes/BCC>. During the rental of Unity of Bellevue facilities, renter agrees to comply with all local, state and federal nondiscrimination laws, regulations, and policies. Unity of Bellevue reserves the right to terminate the reservation if Unity of Bellevue staff, in good faith, perceives that the renter or guests pose a risk to the safety of persons or property or that the renter or guests are violating local, state, or federal laws. Upon verbal notice from Unity of Bellevue staff or the police that the rental is being terminated, the renter and guests must leave the premises immediately and the renter will not receive a refund of fees paid. The renter will be responsible for the prompt removal of any personal items brought to the facility.

Noise volume must be contained within the boundaries of the building. If the renter fails to comply with this rule, the police may be called and the renter may be issued a civil noise infraction.

Unity of Bellevue will not be liable for any personal injuries or damage to personal property.

Please see the Agreement section of the Facility Use Request form.

Items not included within these guidelines will be determined on a case-by-case basis.

## **Rights and Privileges**

Only the room(s) or space(s) specified on the rental agreement will be available for use.

For any issues on-site, please refer to the Building Monitor Rental Staff.

The facility may be reserved to multiple groups on the same date. Please do not enter the facility until the reservation start time and attendees should depart on time.

## **Renter's Responsibility**

The primary contact must be in attendance unless an alternate contact is in attendance who is approved prior to the rental. Primary or Alternate Contact or assumes responsibility for all activities conducted, including but not limited to:

- Provide supervision and control to prevent injury or damage.
- Minors must have adequate adult supervision.
- Ensure everyone attending is following City codes, policies, and ordinances.
- The room and facility, including outside, are left in a clean and orderly condition as it was when entered, per the Facility Inspection checklist, including vacuuming as needed.
- Use of the area does not exceed the scheduled time and no additional facility staff time is required.
- The area and its contents, including equipment, are accounted for and undamaged.
- All rules and procedures governing alcohol consumption and smoking are met.
- All rules and procedures governing Unity of Bellevue facility use are met.

## **Building Monitor Rental Staff**

The building monitor rental staff is responsible for the following:

- Open the building or room for the reservation.
- Work closely with the primary contact to answer questions and provide direction.
- Assist renter in locating equipment, cleaning supplies, and the trash, recycling, and compost receptacles.
- Confirm that noise and music remain at an acceptable level.
- Assist with set-up, clean-up, or take-down.
- Ensure that the reservation ends promptly as listed on the rental agreement.
- Inspect facility and equipment for cleanliness and preparation for the next scheduled use.
- Lock and secure building when necessary.
- Activate 911 emergency services if necessary.

The building monitor rental staff is not expected to do the following:

- Act as guardian or security for any personal belongings.
- Supervise minors.

## Unity of Bellevue Rental Fees, Rental Hours, and General Information

Monday through Saturday 8 am – 10 pm

Sunday 3 pm – 10 pm

[info@unityofbellevue.org](mailto:info@unityofbellevue.org)

call/text: 425-747-5950

Phone hours: Tuesday through Thursday 10 am – 4 pm

Building office hours: Wednesdays and Sundays: 10 am – 2 pm

<b>Rental Fees</b>				
<b>Room (Dimensions)</b>	<b>Square Feet</b>	<b>Occupancy</b>	<b>Rental Fee</b>	<b>Special Notes</b>
<b>Sanctuary (52x38)</b>	1,976	200	\$110/hour	Currently seats 132. More chairs available. 2 hour minimum.
<b>Atrium (23x46)</b>	1,058	50	\$60/hour	30 minutes before and 30 minutes after a rental event in the Sanctuary or Friendship Room is free.
<b>Friendship Room (34x44)</b>	1,496	75	\$80/hour	9 round tables and tablecloths with 6-7 per table already set up. 2 hour minimum.
<b>Kitchen (13x15)</b>	195	10	\$20/hour	This is a warming kitchen only; all dishes, pots and pans, silverware used must be cleaned (dishwasher loaded) disposables must be compostable and/or recyclable.
<b>Library (26x18)</b>	468	35	\$45/hour	1 hour minimum.
<b>Classroom (23x20)</b>	460	35	\$40/hour	1 hour minimum.
<b>Parking Lot</b>	103 spaces	103	\$50/hour	Use of parking lot is free with any building room rental.
<b>Use of Grand Piano</b>			\$50 use fee	
<b>Use of Electric Piano</b>			\$50 use fee	
<b>Use of Drums</b>			\$50 use fee	
<b>Tea/Coffee Set-Up</b>			\$50 per every 50 people	(includes full set up with cups, tea, coffee, sugar, cream, etc.)
<b>Building Monitor Staff</b>			\$22/hour	Time begins 30 minutes before renter entry until 30 minutes after renter exit
<b>A/V Staff</b>			\$50/hour	Time begins 30 minutes before start of A/V event until 30 minutes after A/V event ends plus 2-hr minimum fee. Required for audio and visual needs (mics, sound system, lights, slideshow, background music, etc.) or a portable mic/amp is possible for a \$50 fee.
<b>Slideshow</b>			\$100 fee	

**Notes:**

**Rental time** requested must include time for set-up and clean-up.

**Cleaning Fee:** \$100 per hour if additional cleaning services are required after rental.

**Building Monitor Rental Staff:** Required for all rentals outside of building office hours.

**Audio/Visual (A/V) Rental Staff:** Required for any audio or visual needs with a Sanctuary rental. No exceptions.

**Playground Usage:** Must be arranged with staff. Any use of playground requires constant adult supervision within the playground perimeter. All equipment and toys must be returned to original location and in original condition. Renter liable for any damage to playground, playground equipment, or toys.

**Youth Wing:** Unless otherwise contracted, the youth wing shall not be used by children attending events with adults.

I acknowledge I have read and agree to the Unity of Bellevue Contract and Guidelines as listed above.

Initials\_\_\_\_\_

Date\_\_\_\_\_