

**Issaquah History Museums
RENTAL APPLICATION AND RULES
Freight Room Rental Only**

Applicant/Organization: _____ Tax Exempt #: _____
Responsible Person: _____ Mailing Address: _____
Phone: _____ Email Address: _____
Requested Day/Date: _____ Approx. attendance: _____
Time Starting: _____ Time Ending: _____ Will alcohol be served? yes no
Activity/Event: _____ Total Rental Fee: _____

1. **Full payment of the rental fee is due three days before rental** (see Rate Sheet on page 3). Deposit and rental agreement can be mailed to IHM, P.O. Box 695 Issaquah WA 98027 or can be dropped off at our Gilman Town Hall office during museum open hours (Th, Fr, Sat, 11 AM until 3 PM)
2. A damage deposit of \$300 is required to reserve a date. The damage deposit will be refunded to you after the rental, assuming that no damage has occurred. **The damage deposit cannot be applied to rental fees** (i.e. rental fees are due before the rental, and the damage deposit will not be returned until after the rental has checked out satisfactorily). The cost of any physical damage to the Depot or its contents above and beyond the \$300 damage deposit during your rental will be your responsibility.
3. **Failure to comply with any of the rules and guidelines on this form or late cancellation will result in the forfeiture of all or a portion of the damage deposit**, as determined by museum staff.
4. Cancellation Policy
 - Cancellation 60 or more days in advance = 100% of deposit will be returned
 - Cancellation 30-59 days in advance = 75% of deposit will be returned
 - Cancellation 14-29 days in advance = 50% of deposit returned
 - Cancellation less than two weeks in advance will result in forfeiture of deposit.
5. There is a three-hour minimum on all rentals. This includes the time it takes to set-up and clean-up. If you must set-up for your rental and then leave the building for a time, you must make special arrangements to be let back into the room by museum staff. We will not be responsible for any items left in the rental area during this time. This time also counts as rented time and must be paid for.
6. The Depot is open for viewing Fridays, Saturdays, and Sundays 11-3; if you require more information, you may make an appointment.
7. We reserve the right to refuse to rent at certain dates and times based on organizational use, and availability of an IHS staff member or volunteer to act as contact person. Please inquire about your time and date before submitting damage deposit.
8. You will receive the contact information of your assigned IHM representative at the beginning of your rental. **Failure to wait for assigned Issaquah History Museums representative to approve check-out at the end of your event will result in automatic forfeiture of 1/3 (\$100) of your damage deposit.**
9. If your event has not ended by the time indicated on your application, the IHM reserves the right to retain a portion of your damage deposit to cover the cost of the additional time. (Hourly rates appear on page 3).

The Renter and/or individual signing this contract assume(s) all responsibility for the conduct of any persons attending the above-described event. This includes making certain that guests respect Depot property including, but not limited to, the Depot building and fixtures, furniture and appliances, decks and railings, rail equipment and artifacts, and the grounds and planting. Under no circumstances is it permissible for anyone to climb on the rail cars, equipment, poles, railings, or to use any skateboards, roller skates, in-line skates, carts, bicycles, tricycles, and the like. Decks and ramps are to be used for their intended purpose of walking and wheel chair access.

Liability Statement: The undersigned hereby agrees to abide by the guidelines outlined in this rental agreement for the use of the Issaquah Train Depot meeting room. The undersigned further states that he/she

Please initial here (and at the bottom of other pages) indicating that you have read, understand, and will abide by the rules and guidelines contained herein: _____

has the authority to enter into this agreement for the application or organization; agrees that the applicant will exercise the utmost care in the use of the premises and property.

Further, the undersigned agrees to indemnify, defend, and hold harmless the Issaquah Historical Society and the City of Issaquah, their employees and members, from any and all claims, losses, and costs including attorney fees, for all bodily injury or property damages that may arise out of, or in connection with, this Agreement and Depot use.

Issaquah Historical Society

Renter Signature

Signed by: _____

Signed by: _____

Title: _____ Date: _____

Title: _____ Date: _____

**PLEASE ABIDE BY THE FOLLOWING RULES OF USE
(Failure to do so may result in the loss of your damage deposit)**

The Issaquah Train Depot was restored over a period of ten years through all-volunteer efforts. Today, the building is on the National Register of Historic Places. The south end of the depot, which housed the freight room, has been transformed into a meeting room for public rental. The room is 24 feet by 37 feet, and includes a kitchenette and restroom. It can accommodate up to 75 people seated theatre-style, or about 50 people seated at tables and chairs. The floor and walls are the original wood and add greatly to the building's charm and historic value. We know that you will appreciate and understand that care must be taken to ensure that the Depot remains in good condition for many years to come.

1. **The rental facility may not be left unlocked at any time during the rental unless the renter or a designated representative is present.**
2. The Train Depot and all of its decks are a nonsmoking facility. Smoking in any form is not permitted anywhere at the Depot.
3. No open flame or candles are permitted.
4. Alcoholic beverages are permitted only with a posted liquor permit. Consumption outside the building and on the surrounding decks of the Depot is strictly prohibited.
5. Only freestanding floor and table decoration will be permitted. **Nothing is to be attached to any surface by any means (tacks, tape, etc.).**
6. To avoid damage to the soft wood flooring, please do not wear cleats or spike heels.
7. Animals are **not permitted** in the Depot unless they are service animals (guide-dogs, etc.)
8. Equipment, fixtures, and/or furniture shall not be removed from the Depot premises.
9. Renters are responsible for their own set-up and clean-up
10. Renters may not move, remove or adjust any artwork, artifacts, signage or other exhibit elements in the facility. If you require a change to the configuration of the room (aside from moving table and chairs) you must speak to a staff member and have them approve of any changes.
11. Attached is a separate check-list of things that need to be done before renters leave the Depot. Failure to do these things may result in the loss of your damage deposit.

Any additional agreements and instructions can be recorded below, or on an additional sheet. Any additional agreements and instructions must be signed by both parties and attached to this agreement.

Updated 1/2016

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**ISSAQUAH HISTORY MUSEUMS
RENTAL APPLICATION AND RULES
RATE SHEET**

	Access	Standard Rental	Non-Profit Rental	Community Partner Periodic	Community Partner Multi-Day
Hourly Rate	As scheduled	\$75 hrly	\$35 hrly	\$25 per use	N/A
Weekend Rate ¹	As scheduled	\$100 hrly	\$50 hrly	N/A	N/A
Day Rate	9 AM – 5 PM	\$400 day	\$250 day	N/A	\$100 day
Week Rate	9 AM – 5 PM M-F, daily	\$2,000 week	\$1,250 week	N/A	\$500 week

All Rentals

Dates cannot be guaranteed without a completed rental application and damage deposit.
Payment must be made at least three days prior to use of the Depot space.
Renter must designate the name of a check-out person at the time of the rental.

Non-Profit Rental

Organization itself must be a non-profit, not the event.
The organization must have a 501-c-3 number.
The organization must follow all other rental policies and procedures, as stated in the application form.
Renter must go through the check-out process with an IHM representative at the end of the rental, or forfeit 33% of their damage deposit.

Community Partner Rental

Community Partner (CP) rental rates are available to non-profit organizations in Issaquah who are willing to join the Issaquah History Museums in its efforts to protect and preserve the Issaquah Depot. CP rental rates are extremely low because these renters have proven themselves to be responsible stewards of the Depot space, requiring less staff supervision and involvement than other renters. There are two different types of Community Partner rentals:

- Periodic (for recurring rentals less than 3 hours in length)
- Multi-Day (for multi-day or week-long rentals)

Community Partners have the following responsibilities:

- To complete a rental application requesting the specific dates and times they would like to use the Depot, accompanied by a damage deposit.
- To amend their application to reflect any future changes agreed upon with museum staff.
- To complete a clean-up checklist for **each day** the Depot is used. Even if your group will be using the Depot again on the following day, there may be evening meetings, events or evening open hours. Please clean up and remove your belongings at the end of each day.
- To maintain the security of the building by checking to make sure all doors are locked before departure.
- To follow all other rental policies and procedures, as stated in the application form.
- Failure to clean or secure the building after use may result in the loss (full or partial) of the damage deposit.
- The Issaquah History Museums reserve the right to rescind Community Partner status at any time.

¹ The weekend rate is in effect from 3 PM on Friday until Sunday at 11 PM.

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RENTAL CHECK-OUT LIST

Please leave the Depot Freight Room in the same clean condition as it was found. This will help ensure the refund of your damage deposit. The following items need to be taken care of:

1. Cleaning supplies (such as windex, brooms, etc.) will be made available to you at the beginning of the rental. Please clean up any spills, stains, messes, crumbs, etc.
2. Tables and chairs need to be wiped clean, neatly stacked and returned to the storage closet, or space along the wall (if the storage closet is full).
3. Check that the kitchen sink and counter are clean and that your party hasn't left anything in the refrigerator.
4. Check, turn off, and **double check** to make certain all appliances (including the microwave and coffee pots) are off in the kitchen. Water taps must be off in the kitchen and bathroom.
5. Make sure that all food and garbage has been picked up off the floor and other areas.
6. All trash must be removed and disposed of off-site. Dumpsters are located behind the Senior Center (across the railroad tracks) near the Depot for this purpose.
7. Turn off all lights.
8. Phone the contact person listed below 10 minutes before you are finished to alert her/him that you are almost done. Do not leave the building until your Issaquah Historical Society contact has performed the check-out. Failure to check-out with an IHS contact will result in forfeiture of 1/3 (\$100) of your damage deposit check. ***The docent on duty at the Depot is not trained to do the checkout.***

Submit this form to the IHS contact who does your checkout. They will submit it to the administrative office and your deposit will be refunded.

Contact person

Phone number

Contact signature

Renter's Signature

For Office Use Only:

- original check returned; full deposit refunded
- new check drafted. Check #: _____ Amount: \$ _____

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