**Wesley Foundation of Kalamazoo**

**Building Use Terms of Agreement**

Organization/Name: \_\_\_\_\_

Contact Person if Different From Person Filling Out Form\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Info (how do we reach you with information)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Time, include times for set up and clean up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Hub and Kitchen only | $85/hour x \_\_\_\_\_\_\_\_hour | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- | --- |
| Full Building | $150/hour x \_\_\_\_\_\_\_\_ hour | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| Hub tv/playing music | $20 flat fee | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Ministry Center Audio Use | $75 flat fee | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Renting Table Linens | $8/table | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Pipe and Drape | $65 flat fee | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Security Deposit  | $250  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total Fees (excluding Deposit) |  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

On behalf of the organization/individual listed above, which I represent and for which/whom I am authorized to act, I agree that all participants in the event for which the Wesley Foundation facilities are to be used will be in accordance with the above rules and terms. It is further agreed that the organization and participants will be fully responsible for any damage or injury to the building and contents occasioned by use for and during such an event. The organization and its participants expressly release the Wesley Foundation of Kalamazoo of any and all liability claims for injury or damage to its participants and/or members arising out of the use of the building, its facilities, and contents except for willful acts of the Wesley Foundation of Kalamazoo, its agents, or employees.

Name:

Address:

Email: Phone:

Signature: Date:

**Building Terms and Agreements**

**Please read and initial all sections:**

**Payment Arrangement and Securing the Space:**

* The space is reserved once the building use agreement and a security deposit have been returned Building use is first come first serve. \_\_\_\_\_\_\_
* If you and your party are in the space outside of the agreed upon times, you may be asked to leave and you will lose your security deposit. Time reserved includes set up and clean up times. \_\_\_\_\_\_\_
* The balance due must be paid three weeks 21 days(Monday-Thursday) prior to the event during posted business hours.M-Th 9:00 am - 3:00 pm. If the balance due is not paid, the event will be canceled and deposit forfeited.\_\_\_\_\_\_\_
* The deposit is refundable if the renting party adheres to the Building Use Agreement/Cleaning Agreement and the space is returned to its original condition. \_\_\_\_\_\_\_
* The deposit is not refundable in the event of cancellation.
* The Wesley Foundation reserves the right to cancel a reservation contract for any reason and will refund payments to date. \_\_\_\_\_\_\_
* Should the event be booked within 3 weeks of the event date all payments are due at time of booking.

**Appropriate Use of Space Agreement:**

* No alcohol or illegal drugs are permitted on the Wesley Foundation property. \_\_\_\_\_\_\_
* No Smoking/vaping is allowed within the Wesley Foundation building or within 25 feet of all entrances. \_\_\_\_\_\_\_
* No weapons are permitted on the Wesley Foundation Property. \_\_\_\_\_\_\_
* Wesley does not provide security for events. \_\_\_\_\_\_\_
* Wesley does not provide chaperones for minors. Events with minors must have at least 1 adult per 20 minors, and potentially more depending upon the age range of minors. \_\_\_\_\_\_\_
* No “for-profit” use of the space. This includes selling concessions, products, tickets for entry, etc.\_\_\_\_\_\_\_
* Fundraisers can be permitted at the discretion of Wesley Staff. \_\_\_\_\_\_\_
* Food and beverages are not allowed outside of the Hub or Kitchen areas, unless permission is given by the Office Manager or Director. \_\_\_\_\_\_\_

**Cleaning:**

* The building must be returned to its original condition.\_\_\_\_\_\_\_
* Renters are responsible for removing all supplies/food etc., not damaging any property, cleaning any dishes/kitchen equipment owned by Wesley, wiping down crumbs/food from surfaces.\_\_\_\_\_\_\_

**Cancellation:**

**For a full refund of the rental fee the event has to be cancelled 14 days in advance. The security fee will not be refunded.**

**The security fee is refundable 14 days post event baring any damages to property or overage on building use time.**

**Parking:**

* The use of the Wesley Foundation parking lot is not guaranteed for any event - check with the office manager.\_\_\_\_\_\_\_
* The parking spaces beyond the median are part of the WMU Lot - parking there runs the risk of you getting a ticket.\_\_\_\_\_\_\_

**Set Up Diagram:**

* Tables/Chairs
* Requested rooms

**For Office Use Only**

| Security Deposit | Payment Method | Date |
| --- | --- | --- |
| Balance Due | Payment Method | Date |
| Deposit Refund | Payment Method | Date |
| Building Manager | Fee Paid | Date |