

VENERSBORG SCHOOLHOUSE EVENT REQUEST FORM

Print and mail page 4 to us to reserve your event.

The Venersborg Schoolhouse located at 24309 NE 209th Street was built in 1912. It is on the National Historic Register and on Washington States' Historic Register as the oldest community building in continuous use. Venersborg Community Club (VCC) and Venersborg Historic Preservation Society's (VHPS) are the two organizations that care for our Schoolhouse. Our mission statement is:

- To preserve and improve the Historic Venersborg Schoolhouse and its rural and historic character for use as a social, educational, agricultural and recreational facility for the Venersborg regional community
- To promote responsible, productive community leadership and volunteerism, and
- To promote and support community needs.

By using the Schoolhouse, you will be considered an associate member and are responsible for cleaning and/or repairing any damage that results from your use or your guests' use of the building. The schoolhouse is cared for entirely by volunteers and supported solely by donations by families and community members. Please take care of our Schoolhouse as if it were your personal family home. Your help is needed to keep it clean and in good repair!

The rental fee structure for the Schoolhouse is as follows:

\$25	For an event with 1 to 25 people
\$50	For an event with 26 to 50 people
\$75	For an event with 75 people or more

All rentals include a \$25 cleaning deposit. If the building is left clean and in good condition, as required by this rental agreement, the fee is refundable. Reservations are not booked until we receive:

- (1) Completed rental agreement
- (2) Check made out to Venersborg Community Club (VCC) for the amount applicable above and
- (3) A second separate check made out to VCC for the \$25 refundable cleaning fee.

All funds are used to maintain the building or sponsor community events. VCC may consider waiving a portion or all of the rental fee for non-profit groups in exchange for volunteer service or care of the Schoolhouse or grounds. Unfortunately, if we do not receive your timely agreement and payment, your tentative reservation will be subject to cancellation. We reserve the right to cancel your event due to non-payment, unexpected building maintenance or other similar issues. Leaving the building in unsatisfactory conditions may result in forfeiture of your cleaning deposit, increased fees, other charges or loss of future rental use.

If you'd like to further support our community Schoolhouse and help us move gracefully into the future, we welcome donations for building maintenance. To make a donation to our 501c(3) non-profit organization, write a check to the Venersborg Historic Preservation Society (VHPS). Your donations are 100% tax deductible and a receipt for tax purposes will be sent to you.

If you have any questions or need assistance with your reservation, please call Kathy Holtby at (360) 901-3951 or email at kholtby@gmail.com, or call Sue Kvamme at (509) 679-2809.

Visit www.venersborgschoolhouse.com or "Historic Venersborg Schoolhouse" on Facebook to see more pictures and check the schedule for scheduled community events.

VCC/VHPS INTRUCTIONS AND RULES OF USE FOR THE VENERSBORG SCHOOLHOUSE

The following instructions/rules are part of the agreement and are posted in the entryway of the building. Please read carefully, communicate them with your guests and abide by them so that others may enjoy the Historic Venersborg Schoolhouse, too.

WHEN YOU ARRIVE

- Lights are to your right after the second set of double doors. Main lights are just around the corner .- in the main room of the Schoolhouse, next to the closet with the curtain.
- Turn on the red water valve under the kitchen sink so the toilet and sinks work.
- THEN turn on the insta-hot water electric plug strip to the right of the kitchen sink.
- Notify us if the oven is not clean or of other issues PRIOR to use or you may be charged extra!
- Bring your own disposable dishes or use the dishes, tableware and some serving/baking dishes located in the lower cabinets. If you use these, please clean and return them to the cabinets.
- You are welcome to use the coffee percolator with your own coffee. Please dump out and clean after any use. If you use our coffee, please leave a donation in the jar for it.
- Other equipment, dishes, tablecloths are available. Please clean and put back in the same location.
- Cleaning supplies are in the lower cabinets to the left of the stove in the kitchen.
- Trash bags are under the counter, next to the trash cans. Please remove all trash and recyclables after finished cleaning and before you leave. We do not have trash pickup at the schoolhouse.

WHEN YOU LEAVE

- Return tables/benches to their original positions if you move them.
- Wash and return tableware or serving dishes.
- Wipe down counters, sinks and tables, replace table cloths if removed.
- Clean the glass doors of any hand prints, etc.
- Remove your FOOD from refrigerator/freezer. Please do not leave any food behind.
- Wipe down the commode and sink in the bathroom.
- Sweep and mop all floors.

- Empty and return mop bucket to curtained closet.
- Hang mop outside at the back door.
- Turn OFF the insta-hot first, THEN the red water valve under the kitchen sink.
- Empty the bathroom trash can.
- We do not have trash service. Take your trash AND recyclables with you when you go.
- Turn off all the lights and lock up with the same lock code you used to get into the Schoolhouse.

WINTER SPECIFIC

- We only have a wood stove for heating the building plus an electric heater in the bathroom.
- If you need assistance starting the fire in the wood stove, please let us know and someone will meet you prior to or on the day of your event to show you how.
- Do NOT change the damper settings on the wood stove. It takes one to two hours to warm the building. Arrive early enough to start and tend the fire.
- Please stop feeding the fire at least an hour before you leave to allow time for the wood to burn out before you leave.
- Please bring your own wood. If you need to use our, please leave a donation so we can replace it. Do not burn plywood, painted or glued wood, or plastic. (toxic fumes)
- During extreme cold weather the building water valve outside directly under the kitchen window may also need to be turned on. Please ask about it.
- If you need assistance with anything in the building before or during your event, please don't hesitate to call us.

RULES OF USE

- Fireworks, alcohol, drugs and smoking are prohibited in the building and on schoolhouse property.
- Weekends can be busy and the building is often used by different groups each day, so please clean up promptly and leave the Schoolhouse in good condition for the next group.
- Do not remove furniture, VCC/VHPS supplies from the building or historic items from the walls.
- Please be respectful of our neighbors and their property.
- Keep noise or music at a reasonable level, especially evening hours after 9 pm.

NOTES

- Most cell phones do not have service at the schoolhouse, though some may receive texts.
- Do not use the outside fire pit during seasonal burn bans

Thank you for making use of this beloved building. We hope you enjoy its rustic warmth and the pleasure it brings to our community. If you notice a problem, please notify us as soon as possible by calling Kathy Holtby at (360) 901-3951 or Sue Kvamme at (509) 679-2809.

PLEASE COMPLETE THIS PAGE AND MAIL IT TO US

Please complete the following form for your requested event date and return it with payment and cleaning fee to VCC. You may either mail the form to Venersborg Community Club at P.O. Box 475, Battle Ground, WA 98604 or email this completed form to keykeeper@venersborgschoolhouse.com at the time of your request, AND send a hard copy with payment to the PO Box address above. This is your agreement to use the building.

Name	Contact Phone
Address	Type of Event
Number of People Expected	Date of Event
Is the rental being done by a non-profit? (circle one) YES NO Is this a "for profit" event? (circle one) YES NO I have read and accept the rules for using the schoolhouse. YES	
Comments	

If you have any questions or need assistance with your reservation, please call Kathy Holtby at (360) 901-3951 or email at kholtby@gmail.com, or call Sue Kvamme at (509) 679-2809.

Signature _____ Date _____