

VENERSBORG SCHOOLHOUSE EVENT REQUEST FORM

The Venersborg Schoolhouse, located at 24309 NE 209th Street, was built in 1912. It is on the National Historic Register and on Washington State's Historic Register as the oldest community building in continuous use. Venersborg Historic Preservation Society (VHPS) and Venersborg Community Club (VCC) 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:

\$50 for an event with 1 to 20 people

\$75 for an event with 21 to 45 people

\$100 for an event with 46 to 85 people

All rentals require a \$35 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 Historic Preservation Society (VHPS) for the amount applicable above and
- (3) A second separate check made out to VHPS for the \$35 refundable cleaning fee. All funds are used to maintain the building or sponsor community events.

VHPS 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 condition will result in forfeiture of your cleaning deposit, and 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 text Emily Meek at (360) 798-3931.

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

VHPS INSTRUCTIONS AND RULES OF USE FOR THE VENERSBORG SCHOOLHOUSE

The following instructions/rules are part of the agreement and are posted on the refrigerator. Please read carefully, communicate them to your guests, and abide by them so that others may also enjoy the Historic Venersborg Schoolhouse.

WHEN YOU ARRIVE

- Light switches are labeled. Do not touch taped switches.
- Turn on heat and/or fans if needed. Temperature is pre-set; use only heat/off switch.
- Turn on the red water valve under the kitchen sink so the toilet and sinks work.
- THEN turn on the knob on hot water heater, under counter between sink and refrigerator.
- Bring your own disposable dishes or use the dishes, tableware and serving/baking dishes located in the 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, and boombox are available. Please clean and put back in the same location.
- Trash bags are in cabinets above serving counter. Please remove all trash and recyclables after finished cleaning and before you leave. We do not have trash pickup at the schoolhouse.
- Do not use wood stove or outside fire pit without permission. If you'd like to use either, please contact Kathy Holtby at (360) 901-3951 or text Emily Meek at (360) 798-3931.
- Do not put trash in the outside fire pit. Burning trash is illegal in Washington state.
- Do not use scotch tape on walls, benches, tables, or countertops. Only "delicate" style painter's tape, please.
- Do not attempt to open large windows in the main schoolhouse room.

WHEN YOU LEAVE

- Return tables/benches to their original positions if you move them.
- Wash and return tableware or serving dishes.
- Wipe down kitchen counters, sinks and tables. Place used dish cloths & tablecloths on counter.
- Wipe down the commode & sink in bathroom. Supplies are in labeled drawers.
- Clean the glass doors of any handprints, etc.
- Remove your FOOD from refrigerator/freezer. Please do not leave any food behind.
- Shake out all rugs.
- Sweep and dust mop all floors.
- Turn OFF the water heater, THEN the red water valve under the kitchen sink.
- Empty all trash cans and recycling bin.
- We do not have trash service. Take your trash AND recyclables with you when you go.
- Turn heat to "off."
- Turn off all the lights and lock up with the same lock code you used to get into the Schoolhouse.

RULES OF USE

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

NOTES

- If you need assistance with anything in the building before or during your event, please don't hesitate to call us.
- Some cell phones do not have service at the schoolhouse, although some may receive texts. Service is more likely near the road.
- 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, Emily Meek at (360) 687-1705, or Kathie Malone at (360) 907-6893.

PLEASE COMPLETE THE RESERVATION FORM & MAIL IT TO US

Please complete the form on the following page for your requested event date, and return it with payment and separate cleaning fee to VHPS.

You may either mail the completed form and payment to:

Venersborg Historic Preservation Society
P.O. Box 475
Battle Ground, WA 98604

or

email completed form to: reservations@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.

THANK YOU FOR MAKING USE OF THIS BELOVED BUILDING.
WE HOPE YOU ENJOY ITS RUSTIC WARMTH AND THE PLEASURE
IT BRINGS TO OUR COMMUNITY.

Revised June 2023

Venersborg Schoolhouse Reservation Form

Name

Contact Phone & email address

Address

Type of Event

Number of People Expected

Date Requested for event

Is the rental being done by a commercial organization?	YES	NO
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Is this a "for profit" (commercial) event?	YES	NO
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I have read and accept the rules for using the schoolhouse.	YES	
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Would you like to use the wood stove?	YES	NO
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Would you like to use the fire pit?	YES	NO
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Comments

Please sign and acknowledge your agreement to follow the rules of use for the Schoolhouse. 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 **text** Emily Meek at (360) 798-3931.

Signature_____ Date _____