

VENERSBORG SCHOOLHOUSE
EVENT REQUEST FORM AND RENTAL AGREEMENT

The rental fee structure for the Schoolhouse is as follows:

Full Day Use (Fee also covers for 2 Partial Day Use time selections)

\$100 for an event with 1 to 20 people
\$150 for an event with 21 to 40 people
\$250 for an event with 41 to 85 people

Partial Day Use during these times: (8am-1pm, 1pm-6pm, or 6pm-11pm). Times includes setup and cleanup)

\$ 50 for an event with 1 to 20 people
\$ 75 for an event with 21 to 40 people
\$125 for an event with 41 to 85 people

Commercial Functions (for profit)

\$300 per day (maximum of 85 people; Up to 5 consecutive days)

Scouts & Youth Groups

Trade for service hours

All rentals require a \$35 refundable cleaning deposit. If the building is left clean and in good condition, as required by this rental agreement, your deposit check will be destroyed.

Reservations are tentative until we receive the following:

- Completed signed Rental Agreement
- Two checks or money orders payable to Venersborg Historic Preservation Society (VHPS) for the following:
 - Rental fee amount applicable above, and
 - \$35 refundable cleaning deposit

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 have any questions or need assistance with your reservation, please email Emily Meek bandemeek@centurylink.net or text (360) 798-3931, or email Celeste Reising celestereising55@gmail.com.

VHPS INSTRUCTIONS AND RULES OF USE FOR THE VENERSBORG SCHOOLHOUSE

The following instructions/rules are part of the Rental 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. Please leave security light switches on.
- Turn on heat and/or fans if needed. Instructions for using the thermostat will be provided.
- Turn on the red water valve under the kitchen sink to allow water into the building.
- Turn the knob on hot water heater under counter between sink and refrigerator.
- Supply your own dishes and service ware for your event.
- As an option, you may use the limited tableware and cookware located in the cabinets and the bottom drawer of the stove. Wash and return these items to their stored locations after use.
- You may use the coffee percolator with your own coffee. Please clean after use.
- Limited tablecloths and towels are available for use. Please leave these items on the counter so they can be laundered.
- As an option, the small sandwich board located in the entry way can be used to post your signage for your event.
- Use only blue painter's tape when decorating. Do not use scotch tape on walls, benches, tables, or countertops.
- Do not use the bell without prior permission.
- Do not use wood stove or outside fire pit without prior permission.
- Do not put trash in the wood stove or outside fire pit. Burning trash is illegal in WA.
- Do not open windows in the main Schoolhouse room. The kitchen area windows can be opened gently; please make sure windows are closed before leaving.

BEFORE YOU LEAVE

- Wash and return tableware and/or cookware to stored locations.
- Clean counters, sinks, and tables. Place used linen on counter to be laundered.
- Sweep and dust mop all floors. Thoroughly shake both dust mops outside.
- Shake rugs outside thoroughly.
- Return tables/benches to their original positions if you move them.
- Clean sink and commode in the 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.
- Turn OFF the water heater and then turn off red water valve under the kitchen sink.
- Turn heat to "off" on the thermostat.
- Remove all trash and recyclables. We do not have trash pickup at the Schoolhouse. Place fresh trash bags in the kitchen and bathroom receptacles before leaving. Bags are stored in the cabinets above serving counter.
- Please make sure back door is locked and windows closed before leaving.
- Turn off all the lights and lock up using the same lock code you used to open 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, leaving 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 the building, our neighbors and their property.
- Keep noise/music at a reasonable level, especially evening hours after 9 pm.

NOTES

- Some cell phones do not have service at the schoolhouse, although some may receive texts. No wifi service is available.
- Do not use the outside fire pit during seasonal burn bans.
- Fire extinguishers are located inside the building.

PLEASE SEND COMPLETED RENTAL AGREEMENT & BOTH CHECKS OR MONEY ORDERS TO:

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

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

Venersborg Schoolhouse Rental Agreement

24309 NE 209th Street, Battle Ground, WA 98604

Name _____ Date of Event _____

<u>Full Day Use</u> \$100 (1 to 20 people) \$150 (21 to 40 people) \$250 (41 to 85 people)	<u>Partial Day Use</u> <u>for each selected time listed below</u> \$ 50 (1 to 20 people) \$ 75 (21 to 40 people) \$125 (41 to 85 people)			<u>Commercial Function</u> \$300 per day Maximum of 85 people Up to 5 consecutive days	<u>Scouts & Youth Groups</u>
Fees: \$ _____	<u>8am-1pm</u> \$ _____	<u>1pm-6pm</u> \$ _____	<u>6pm-11pm</u> \$ _____	No. of days requested: _____ \$ _____	Trade for service hours

Times above include setup /cleanup

Type of Event _____ Number of People _____

Phone _____ Email Address _____

Billing Address _____

Additional Requests:

Use the wood stove? **YES** **NO**

Use of the fire pit? **YES** **NO**

Comments: _____

I have read and accept the rules for using the Schoolhouse **YES**

Please sign and acknowledge your agreement to follow the rules for using the Schoolhouse. If you have any questions or need assistance with your reservation, please send email to Emily Meek bandemeek@centurylink.net or text (360) 798-3931, or email Celeste Reising celestereising55@gmail.com

Two checks enclosed (rental fee with separate \$35 refundable cleaning deposit) ☐

Signature _____ Date _____