



McCleary Museum & Event Center

426 South 3rd Street

P.O Box 554

McCleary, WA 98557

Facility Rental Agreement

The undersigned hereby requests permission to rent the following portions of the McCleary Museum and Heritage Center (MMHC):

Event Center _____ Kitchen _____ Sound System _____ Other _____

Request Date: _____ Setup Time: Start: _____ End: _____

Type of Event: _____ Event Time: Start: _____ End: _____

Applicant must be at least 18 years of age.

A MMHC member may be present during the actual activity to open & close building, answer questions, etc. Applicant understands there is a refundable security deposit of \$200 required at the time the rental agreement is signed. Applicant further understands the deposit will be refunded only if the premises are cleaned according to the checklist (supplied by the renter) and to the satisfaction of the designated official. Applicant further agrees that applicant as well as any sponsoring organization upon whose behalf they may be acting, will pay for any damages done to the property by any persons attending Applicant's function. Applicant specifically agrees that the fees, which are put forth as damage deposit, may be utilized to pay for such repairs, but if the cost of repairs exceeds the deposit, Applicant shall be responsible for the additional amount.

APPLICANT FURTHER AGREES TO HOLD THE McCLEARY MUSEUM AND HERITAGE CENTER (MMHC), ITS OFFICERS AND MEMBERS HARMLESS FROM ANY AND ALL LIABILITY ARISING OUT OF APPLICANT'S UTILIZATION OF THE FACILITY. APPLICANT SPECIFICALLY AGREES TO RESPONSIBILITY AND LIABILITY FOR FOLLOWING STATE AND LOCAL GUIDELINES RELATED TO COVID 19.

Organization or Group Name: _____

Applicant's name (please Print) _____

Email: _____ Phone: _____ Circle: M / H

Applicant's Signature _____

Address: _____ / _____ / _____
Street City State Zip

Staff Use Only:

Key Given to: _____ Date Out: _____ Returned by: _____ Date In: _____

Clean Up Review completed by: _____ Deposit returned: Yes / No

Returned by: _____ Date _____

APPLICANT REVIEW FOR USE OF MMHC

PLEASE READ AND INITIAL IN THE BOX TO THE LEFT OF EACH RULE TO INDICATE THAT YOU HAVE READ THE RULES AND AGREE TO ABIDE BY THEM.

1. General Responsibilities

- _____ A. Applicants are responsible for set up and clean up.
- _____ B. Ensure MMHC Property is clean after use. Please read the attached checklist for cleaning. Your responsibilities are for general cleanliness and do not include after use disinfecting. Your deposit will not be refunded unless it is satisfactorily cleaned.
- _____ C. You are responsible for locking and securing all doors and windows following your rental. The key (if issued) must be returned on the first business day following your rental.

2. Deposit

- _____ A. Deposit may be held for up to four (4) days to allow for inspection of the facility for clean-up and / or repair any damage.
- _____ B. Please do a pre-inspection and call to the attention of staff any damage noted prior to your use of the facility.
- _____ C. Deposit may be forfeited, or a portion thereof, for noncompliance of cleaning requirements or for damage to the or its property.
- _____ D. A \$25.00 fee will be withheld from the deposit for a lost key.

3. Gambling

- _____ A. All necessary gambling permits must be obtained from Washington State prior to the function and displayed on entry door.

4. Non-Allowed Events

- _____ A. Unsupervised youth activities.
- _____ B. No Overnight functions; 10 p.m. termination for ALL events.

5. Cleaning

- _____ A. MMHC and property is to be cleaned by noon the day after the event.
- _____ B. If MMHC is not cleaned satisfactorily or there is damage, MMHC staff will make an effort to contact the Applicant to have the matter corrected. If the Applicant cannot be reached for compliance, MMHC staff will clean and/or repair at the cost to the applicant.

6. Decorations and Miscellaneous

- _____ A. DO NOT ATTACH ANYTHING ON OR IN THE WALLS OR CEILING WITH THE FOLLOWING EXCEPTION.
- _____ a. Exception: 3M hooks (removable adhesive hooks) may be used and are to be removed by applicant during the final clean up.

7. NONE OF THE FOLLOWING ARE ALLOWED:

- _____ A.
- No rice, birdseed or confetti inside or outside the building.
 - No Fog or smoke machines.
 - No open flames including the fireplace.
 - No appliances shall be left unattended, including stoves and coffee makers.
 - No smoking is allowed in the building or within 25 feet of any doorway.
 - No Meal preparation.
 - Meals may be warmed, kept warm or cooled with kitchen appliances.
 - The coffee makers may be used.
 - No Intoxicating beverages and illegal substances allowed on the property.
 - No trash or materials put into fireplace.

8. Special Regulations for Youth Groups

____ A. Any youth group wishing to rent the MMHC or property MUST have an adult make all necessary arrangements, to include payment rent and damage deposit.
See Item 4 Non-Allowed Events, "Unsupervised Youth Activities"

MMHC CLEANING GUIDE

Please note any damage that you may see during your initial inspection of the MMHC. If damage occurs during use, please notify your MMHC Contact or Board president. Current contact phone numbers are listed below.

- MMHC must be cleaned by noon the day following the event.
- All garbage must be removed and placed in the garbage cans located near the alley.
- Stoves and counter tops must be cleaned, oven if used must be cleaned.
- All floors must be vacuumed or swept clean and mopped.
- Chairs, benches and tables need to be wiped clean and arranged as instructed by your MMHC Contact.
- Bathrooms must be cleaned and supplies restocked (sinks, floors, fixtures).
- No food or beverages will be left on the property.

ALL SUPPLIES FOR CLEANING ARE LOCATED IN THE CLEANING CLOSET
TOILET PAPER & PAPER TOWELS ARE LOCATED IN DISPLAY AREA BATHROOM

See the Post Rental Checklist for all cleaning requirements on next page.

FAILURE TO PROPERLY CLEAN THE MMHC OR PROPERTY AFTER USE WILL RESULT IN THE FORFEITURE OF YOUR DEPOSIT, PLEASE DO YOUR BEST TO LEAVE THE MMHC FACILITY AND PROPERTY CLEAN. IT IS A GOOD IDEA TO DESIGNATE ONE PERSON TO MAKE A FINAL INSPECTION AFTER ALL CLEANING IS COMPLETED.

THANK YOU!

Linda Thompson	MMHC Contact:
MMHC / McCleary Historical Society Board President	
360-495-4569	Contact Phone:

MMHC - Post Rental Checklist

Large and Small Halls Checklist		Notes
1. Is all trash removed from building?	Yes / No	
2. Are interior walls free from signs of damage?	Yes / No	
3. 3M hooks removed without wall damage?	Yes / No	
4. Has floor been swept and mopped?	Yes / No	
5. Are windows and doors clean?	Yes / No	
6. Do doors and windows function properly?	Yes / No	
7. Has fire extinguisher been used?	Yes / No	
8. Are tables and chairs clean and wiped down?	Yes / No	
9. Are tables and chairs placed in proper arrangement?	Yes / No	
10. Are carpets clean?	Yes / No	
<u>Kitchen Checklist</u>		
1. Is trash removed from building?	Yes / No	
2. All items removed from refrigerator, including unused ice?	Yes / No	
3. Refrigerator is clean and wiped down?	Yes / No	
4. Countertops and sinks are clean and wiped down?	Yes / No	
5. Oven & stove are cleaned and wiped down?	Yes / No	
6. Are all drawers empty and clean?	Yes / No	
7. Floor swept and mopped?	Yes / No	
8. Does the plumbing function properly?	Yes / No	
<u>Bathroom Checklist</u>		
1. Stocked with soap, towels and toilet paper?	Yes / No	
2. Have the floors been swept and mopped?	Yes / No	

Date Inspected: _____ Time Inspected _____

MMHC Signature

Applicant Signature

**** ANY DAMAGE DONE WILL BE ASSESSED ON A TIME AND MATERIALS BASIS AND WILL BE BILLED ACCORDINGLY.****

Covid 19 Disinfected: Initials _____ Date _____
(Will be done by museum staff)