



# The HUB Center for Seniors

111 NE Old Belfair Hwy  
Belfair, WA 98528  
PO Box 2697, Belfair, WA 98528-2697

## Facilities Use Agreement

THIS FORM IS MADE PART OF THE SPECIAL EVENT RENTAL AGREEMENT

TODAYS DATE: \_\_\_\_\_

RENTED BY:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HUB Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HUB Contact Telephone [360-275-0535](tel:360-275-0535) \*2608

E-mail: [thehubbelfair@gmail.com](mailto:thehubbelfair@gmail.com)

DATE(S) RENTED FOR: \_\_\_\_\_

TIMES(S) RENTED FOR: \_\_\_\_\_ (INCLUDING SET-UP AND CLEAN UP TIME)

\_\_\_\_ 4 HOURS \_\_\_\_ ALL DAY RENTAL \_\_\_\_ KITCHEN \_\_\_\_ GREAT ROOM \_\_\_\_ BOTH

THIS AGREEMENT IS FOR THE USE OF THE  KITCHEN  GREAT ROOM  BOTH

THIS INCLUDES USE OF THE PARKING LOT FOR PURPOSES OF ENABLING PARKING OF GUESTS IN THE LOT. THE PARKING LOT IS NOT TO BE USED FOR CONGREGATING IN.

RENTAL AMOUNT: \$ \_\_\_\_\_

DEPOSIT AMOUNT: \$50 OR \$200

AMOUNT PAID \_\_\_\_\_ PAID ON \_\_\_\_\_

DEPOSIT PAID \_\_\_\_\_ PAID ON \_\_\_\_\_

INSURANCE INFORMATION ATTACHED ON \_\_\_\_\_

PLEASE RETURN THIS FORM TO: THE HUB AT [THEHUBBELFAIR@GMAIL.COM](mailto:THEHUBBELFAIR@GMAIL.COM)

OR MAIL TO THE HUB , PO Box 2697, BELFAIR, WA 98528-2697

**RENTAL FEE(S) :**

2022 PAID MEMBERS [(family or personal use only) MUST BE A HUB MEMBER FOR A CONSECUTIVE 90 DAYS TO QUALIFY FOR MEMBER RATE PRIOR TO RENTAL DATE]

- If only Kitchen, rental per hour:  
\$60 for a 4 hour block  
Deposit of \$50.00
- If only Great Room  
\$200 for a 4 hour block or \$500 for all day  
Deposit of \$200.00
- If both  
\$260 for a 4 hour block or \$620 for all day  
Deposit of \$200.00

**\*\* Mandatory Sanitizing Fee over 50 people      \$100.00 additional 1x fee**

**NON PROFITS :**

- If only Kitchen, rental per hour:  
\$80 for a 4 hour block  
Deposit of \$50.00
- If only Great Room  
\$250 for a 4 hour block or \$550 for all day  
Deposit of \$200.00
- If both  
\$330 for a 4 hour block or \$710 for all day  
Deposit of \$200.00

**\*\* Mandatory Sanitizing Fee over 50 people      \$100.00 additional 1x fee**

**GENERAL PUBLIC:**

- If only Kitchen, rental per hour:  
\$120 for a 4 hour block  
Deposit of \$50.00
- If only Great Room  
\$300 for a 4 hour block or \$600 for all day  
Deposit of \$200.00
- If both  
\$420 for a 4 hour block or \$840 for all day  
Deposit of \$200.00

**\*\* Mandatory Sanitizing Fee over 50 people      \$100.00 additional 1x fee**

**OPTIONAL UPGRADES:**

Reader Board 3 days one side.....\$25.00  
Dates requesting: \_\_\_\_\_

What would you like written on the board? There are 3 lines with approximately 8-12 characters spaces per line including the spaces between words. The HUB will make every effort possible to word exactly as you described but may from time to time have to change wording to fit within the amount of space. All effort will be made to preserve the integrity of the wording.

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**LINENS : WHITE OR BLACK ROUNDS \$3.00 EACH**

[ ] WHITE, HOW MANY? \_\_\_\_ [ ] BLACK, HOW MANY? \_\_\_\_

**DEPOSIT MUST BE PROVIDED AT LEAST 30 DAYS PRIOR TO THE EVENT AND WILL BE HELD FOR UP TO 14 BUSINESS DAYS.**

**IN ORDER TO RECEIVE YOUR DEPOSIT BACK ALL REQUIREMENTS MUST BE MET. RENTER WILL BE RESPONSIBLE FOR ANY AND ALL DAMAGE TO THE BUILDING, EQUIPMENT AND FIXTURES AT THE HUB THAT HAVE BEEN CAUSED BY THE RENTER OR ANY OF ITS GUESTS. THE DEPOSIT WILL BE APPLIED TOWARDS THE PAYMENT OF REPAIRS AND OR CLEANING TIME IF NEED BE. THE CLEANING RATE IF HUB STAFF MUST DO THE CLEANING WILL BE ASSESSED AT THE RATE OF \$75 PER HOUR.**

**A 50% NONREFUNDABLE DOWN PAYMENT IS REQUIRED TO RESERVE THE FACILITY. THE REMAINDER OF THE RENT IS DUE 30 DAYS PRIOR TO THE EVENT. RENTAL CAN BE CANCELLED UP TO 14 DAYS PRIOR TO THE EVENT BY NOTIFYING EITHER THE EXECUTIVE DIRECTOR OR THE PROGRAMS MANAGER IN WRITING AND THE RENT MINUS THE NON-REFUNDABLE AMOUNT WILL BE REFUNDED ALONG WITH THE SECURITY DEPOSIT. REFUND WILL BE ISSUED VIA MAIL TO THE ADDRESS LISTED ON THE CONTRACT WITHIN 14 DAYS OF NOTICE OF CANCELLATION.**

**TERMS AND CONDITIONS OF RENTAL:**

-ALL STATE, FEDERAL AND LOCAL RULES AND REGULATIONS MUST BE FOLLOWED. INCLUDING SOCIAL DISTANCING AND COVID-19 LIMITS OF PEOPLE IN ONE PLACE.

-CLIENT/RENTER CANNOT TRANSFER THE CONTRACT WITHOUT THE HUB'S CONSENT.

-THE MAXIMUM CAPACITY FOR THE GREAT ROOM IS 351 PEOPLE AT NO TIME WILL THE RENTER EXCEED THE CAPACITY LIMIT.

-RENTER IS RESPONSIBLE FOR SET UP AND TAKE DOWN. TABLES AND CHAIRS ARE NOT TO BE DRAGGED ON FLOORS. PLEASE USE 2 PEOPLE TO MOVE TABLES.

-NO NAILS, PINS, STAPLES OR TAPE IS TO BE USED ON THE WALLS, CEILINGS OR FURNITURE. ADHESIVE PUTTY CAN BE USED TO AFFIX ITEMS TO WALLS.

-SMOKING IS NOT ALLOWED IN THE BUILDING OR WITHIN 25 FEET OF AN ENTRANCE, DOOR OR WINDOW.

-DO NOT USE ITEMS FROM THE KITCHEN UNLESS THE KITCHEN HAS BEEN RENTED AS PART OF THE RENTAL AGREEMENT.

-RENTER IS TO SUPERVISE CHILDREN IN THE BUILDING AT ALL TIMES.

-IF THE EVENT IS AN AFTER HOUR EVENT A KEY WILL BE ISSUED TO THE RENTER THE KEY MUST BE RETURNED IN ORDER FOR THE RENTER TO BE ELIGIBLE FOR THE RETURN OF THE RENTAL DEPOSIT.

-LIQUOR CAN BE SERVED BY OBTAINING EITHER A SPECIAL OCCASIONS PERMIT OR A BANQUET PERMIT WITH THE STATE OF WASHINGTON. A PERMIT CAN BE OBTAINED AT THE FOLLOWING WEB ADDRESS : [HTTP://LCB.WA.GOV](http://LCB.WA.GOV) A COPY OF THE PERMIT MUST BE PROVIDED TO THE HUB AT LEAST 14 DAYS PRIOR TO THE RENTAL DATE. IN ADDITION THE INSURANCE REQUIREMENTS COVERING LIABILITY INCLUDING LIQUOR MUST BE

PROVIDED AS SET FORTH IN THE SPECIAL EVENT RENTAL AGREEMENT THAT IS IN CONJUNCTION WITH THIS AGREEMENT.

-RENTER IS TO LEAVE THE FACILITY CLEAN TO THE HUB STAFF'S SATISFACTION. THIS INCLUDES SANITIZING ALL SURFACES BEFORE DEPARTURE AND PUTTING THE TABLES AND CHAIRS BACK WHERE THEY WERE.

-ALL REQUIREMENTS MUST BE MET IN ORDER TO RECEIVE YOUR DEPOSIT BACK. DEPOSITS WILL BE RETURNED VIA MAIL WITHIN 14 DAYS OF THE EVENT TO THE ADDRESS LISTED ON THE CONTRACT.

A MANDATORY \$100 SANITATION FEE IS REQUIRED FOR GROUPS OVER 50 PEOPLE.

THE HUB WILL CHARGE A \$25 FEE FOR ANY RETURNED CHECKS AND ALSO RESERVES THE RIGHT TO COLLECT ON ANY AND ALL FEES AND DAMAGES THIS INCLUDES HIRING AN ATTORNEY , WITH THE RENTER PAYING ATTORNEY FEES. ANY DISPUTE BETWEEN FAITH IN ACTION AND THE RENTER WILL BE FIRST HANDLED VIA MEDIATION RATHER THAN THE COURT SYSTEM.

**REQUIREMENTS TO RECEIVE YOUR DEPOSIT BACK:**

**GREAT ROOM AND ENTRY WAY**

- CLEAN/SANITIZE CHAIRS AND TABLES ----- [ ]
- RETURN TABLES AND CHAIRS TO ORIGINAL POSITION ----- [ ]
- SWEEP FLOORS; MOP IF NEEDED (COLD WATER ONLY)----- [ ]
- EMPTY ALL GARBAGE CANS\* ----- [ ]
- LOCK ALL DOORS ----- [ ]
- TAKE GARBAGE OUT (USE DUMPSTER KEY LOCATED IN KITCHEN MOP ROOM) ----- [ ]
- SANITIZE DOORS AND HIGH TOUCH SURFACES ----- [ ]
- TURN OFF ALL LIGHTS----- [ ]
- RETURN KEY TO THE NIGHT DROP BOX LOCATED IN FRONT LOBBY ----- [ ]

**KITCHEN**

- CLEAN COUNTER TOPS----- [ ]
- CLEAN ALL DISHES, POTS, PANS AND UTENSILS IN THE DISHWASHER AND RETURN ITEM (S) TO ORIGINAL POSITION----- [ ]
- SWEEP AND MOP FLOORS (COLD WATER ONLY) ----- [ ]
- EMPTY GARBAGE CANS\* ----- [ ]
- LOCK ALL DOORS ----- [ ]
- TAKE GARBAGE OUT (USE DUMPSTER KEY LOCATED IN KITCHEN MOP ROOM) ----- [ ]
- TURN OFF:
  - STOVE/ OVENS (DO NOT TURN OFF PILOT LIGHT)----- [ ]
  - FAN----- [ ]
  - LIGHTS----- [ ]
- RETURN KEY TO THE NIGHT DROP BOX LOCATED IN FRONT LOBBY ----- [ ]

**\*\* KEY TO THE BIG DUMPSTER IS IN THE BACK OF THE KITCHEN IN THE MOP ROOM HANGING UP**

**\*\*BAGS ARE AVAILABLE FOR THE GARBAGE CANS IN THE KITCHEN NEAR THE SINK**

**-IF YOU HAVE ANY QUESTIONS PLEASE ASK PRIOR TO YOUR RENTAL.**

**SPECIAL NOTES:**