



FAUNTLEROY SCHOOLHOUSE
FAUNTLEROY COMMUNITY SERVICE AGENCY
"Where Community Comes Together"

Hourly Room Rental Application

Renters Printed Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-Mail: _____

Purpose of Rental: _____

Conference Room A: _____ Activity/Event Room 4: _____

Event Date(s): _____ to _____

Day(s) of Week: _____ Hour(s) per Day: _____ AM _____ PM

M Tu W Th F Sa Su

Start Time: _____ End Time: _____

Total Hours: _____ Rental Rate: _____

Deposit: **\$200.00** Date Received: _____

Total Due: _____ Date Received: _____

Check #: _____

Accommodations	Hourly Rates	Deposit(s)
Conference Room A	\$40	\$200
Active/Event Room 4	\$40	\$200
Room for the Day	\$200	\$200



Rental Information

1. Rentals are reserved on a first-come, first-serve basis
2. Payment is due in full upon reservation, including the required **\$200** security deposit. FCSA will ensure that the rented room(s) are clean and ready for your event and ask that you leave rented room(s) as you found them. The security deposit will be returned after your event, when all contractual obligations have been met.
3. All Rentals are scheduled on the hour, by the hour and must include all set up and clean up time.
4. Events should remain in "Reserved Rooms" and may not extend into the hallway and/or other rooms. Use of other areas is subject to prior arrangements; additional fees may apply.
5. Renters are responsible for setting up, cleaning, vacuuming and returning all furniture brought into the room. Please let us know if the room(s) was not cleaned upon your arrival.
6. Chairs/Tables are included but subject to availability
7. Notice of cancellation must be given at least 48 hours in advance of the date reserved. With proper notice of cancellation, a refund will be made; otherwise, renters will be charged for the hours they originally reserved.
8. One key *might be* provided to the Tenant/Businessperson(s) at the Property Managers discretion; however, the key must be signed for (see next page).
9. Building Policies – Please read and sign.
10. Payment may be made by check, cash, and/or cashier's check. Checks should be made out to Fauntleroy Community Service Agency (FCSA).

I have read, understand, and agree to the rental information.

Renter's Signature: _____ Date: _____

Property Manager Signature: _____ Date: _____



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Key Assignment as required

_____ has been assigned a room 4 key,
(Printed name of business/person(s))

that ***must*** be returned to the Property Manager at the end of the rental period.

_____ understands that a \$45 penalty
(Printed name of business/person(s))

will be assessed for an unreturned key (no matter if misplaced or lost).

I have read, understand, and agree to the Key Assignment.

Renter's Signature: _____ Date: _____

Property Manager Signature: _____ Date: _____

More questions?

Please contact our Property Manager; she would love to answer your questions!

Property Manager – Denise Wallace

Work: 206-508-3820 • Cell: 425-445-4064

denise@fauntleroysschoolhouse.org

fauntleroysschoolhouse.org



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Building Policies

1. Pets are not allowed on the premises.
2. Smoking in the building is prohibited
3. Smoking is not allowed within 25ft from the premises.
4. Lit candles, incense, smudging, or open flames of any kind are always prohibited on the premises.
5. The FCSA is not responsible for items lost or stolen from the premises, or grounds. Check with the on-site Manager regarding lost and found items.
6. The FCSA shall not be responsible for injury or damage to persons or property occurring during, or arising out of, occupancy of the building by Tenant, and Tenant agrees to save and hold FCSA harmless from liability on account of any such injury or damage.
7. Children must always be supervised by a parent or responsible adult. Children cannot be unaccompanied in the building.
8. FCSA reserves the right to refuse rental to anyone whose behavior is inconsistent with the Fauntleroy Community Service Agency Policies.

I have read, understand, and agree to the building policies.

Renter's Signature: _____ Date: _____

Property Manager Signature: _____ Date: _____



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24/7 Emergency Contact Number
(206) 508-3820 and press 5

Emergency Contact List

Allen Lambert
FCSA Caretaker

24/7 (206) 508-3820 ext. 402

Denise Wallace
FCSA Property Manager

Office: (206) 508-3820 ext. 401

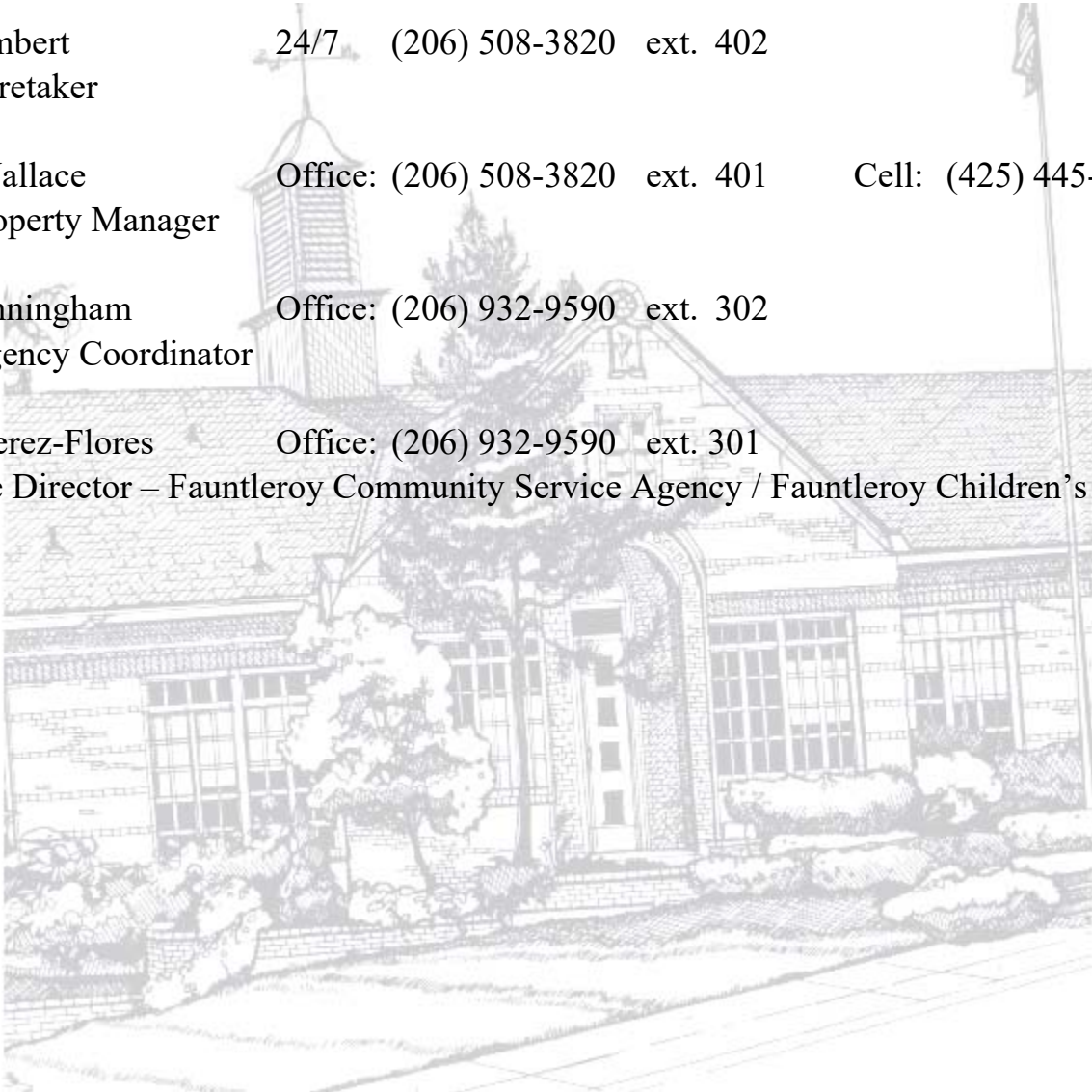
Cell: (425) 445-4064

Lauri Cunningham
FCSA Agency Coordinator

Office: (206) 932-9590 ext. 302

Martha Perez-Flores
Executive Director – Fauntleroy Community Service Agency / Fauntleroy Children's Center

Office: (206) 932-9590 ext. 301





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Set Up Arrangements

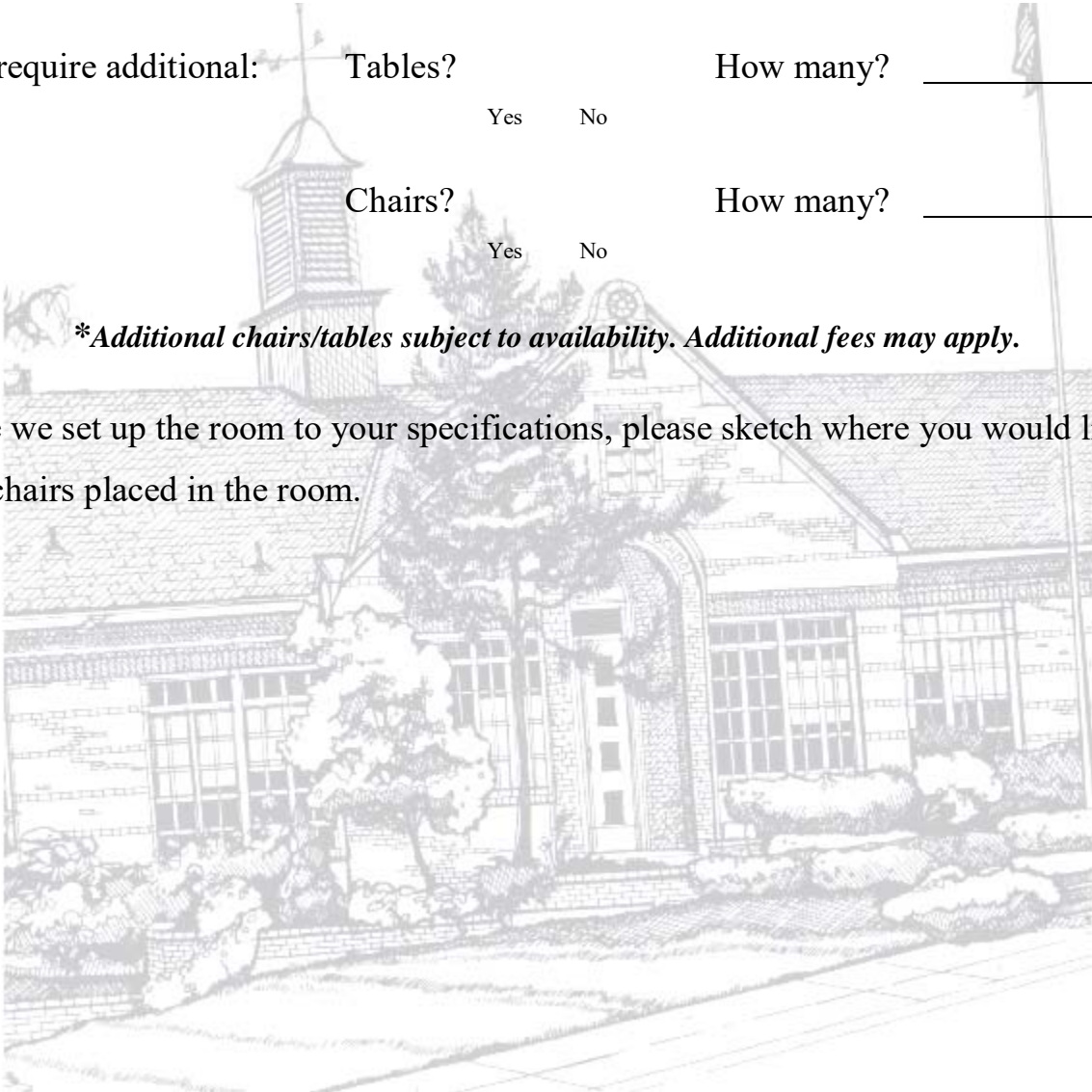
The room(s) comes with 4 tables and 20 white folding chairs.

Will you require additional: Tables? How many? _____
Yes No

Chairs? How many? _____
Yes No

**Additional chairs/tables subject to availability. Additional fees may apply.*

To ensure we set up the room to your specifications, please sketch where you would like the tables & chairs placed in the room.





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HOLD HARMLESS AGREEMENT

Agreement:

In consideration for the use of the facility located at 9131 California Avenue SW, Seattle, WA, 98136, which is operated and controlled by the Fauntleroy Community Service Agency (FCSA), and the Fauntleroy Children's Center (FCC), the undersigned, representing

_____ to hold the FCSA/FCC harmless for
(Printed name of business/person(s))

any damages, acts or incidents that occur as a result of the events held by

_____ during the dates ____/____/20____ through
(Printed name of business/person(s))

_____/____/20____. Further, we assume all liability for specific losses arising from the events held during ____/____/20____ through ____/____/20____ and release the FCSA/FCC from all liability and costs incurred arising from or incident to these events. We further agree to indemnify the FCSA/FCC for any suit or action arising out or as a result of the events we are holding which are scheduled for date's ____/____/20____ through ____/____/20____ at the Fauntleroy Community Service Agency.

Signed this _____ day of _____, 20____ by

_____ in my individual capacity and on behalf of
(Printed name of business representative)

_____.
(Printed name of business/person(s))



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Signed By: _____

Renters Printed Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

