

MEETING ROOM RENTAL POLICIES & RULES

(Terms and Conditions of Rental Agreement)

- Wifi is available in the meeting rooms upon request.
- Activities that involve loud noises and movements are not allowed in the Good Shepherd Center hourly rental spaces or premises.
- Each room is equipped with tables and chairs for the optimal number of users.
- Partisan political activities, private parties, and sectarian religious activities are prohibited at the Good Shepherd Center.
- Smoking and alcohol are prohibited on all Good Shepherd Center premises.
- Burning of candles, incense, or other materials is prohibited.

RENTAL PERIODS

1. Rooms are rented on the hour only in one-hour increments. Portions of an hour count as a full hour. Rental must include all time needed for set-up and clean-up. Time for set-up and take-down must be included in the rental time period.
2. Renter must clear the room of all belongings, and people, so that the room is available on the half-hour for the next renter.

ROOM USE / FURNITURE / TRASH

1. All rooms are rented “as-is.” All furniture must remain in the room, and under no circumstance can it be placed or stored in any of the hallways.
2. No special equipment or furniture can be brought into the meeting rooms.
3. Renter is responsible for setting up, cleaning, and putting away all furniture used.
4. Renter may not use tape or tacks on the floors, doors, windows, or walls.
5. Renter may not use doorways, vestibules, halls, foyers, stairways, and other similar areas within the building for any purpose other than ingress and egress.
6. All activities associated with the use of the meeting rooms must be conducted within the meeting room/rooms rented. This includes any type of breakout sessions, lunch breaks, extended discussions, or other similar activities.
7. Renter and Renter’s guests or invitees must at all times be considerate and mindful of neighboring tenants and other users of the building, and not engage in any activities or loud discussions that could disturb the quiet enjoyment of any tenant or other visitors.
8. Renter must keep closed the door to the space they are renting if they are generating sufficient noise that could be disruptive to nearby tenants or other building visitors.
9. Renter must bag any and all trash generated while using the meeting rooms, this includes all food and beverage related trash and recyclable items. The building trash and recycling bins are located outside at the back (west side) of the building. The back doors to the building are kept locked at all times. Renter must coordinate with their staff to either be let back into the building from the west side or have someone hold the door. After 5:00pm renter can arrange with the building caretaker to assist in taking their waste bags out to the garbage bins.

Each meeting room includes two folding waste bag racks and bags for trash and recyclable items. Please use these for all your waste. Both waste bag racks must be returned to their wall-mounted holders when Renter is finished using them.

10. Renter shall only use the premises and grounds for the purposes declared in this agreement and shall not assign any interest in this agreement to any other person or party without first obtaining the written consent of Historic Seattle Preservation and Development Authority (HSPDA).

VERANDA USE

1. Veranda use is by special request only. Renter must first request and obtain written permission to use the veranda during their room rental from the Building Manager.
2. Renter is required to rent both 223 and 221 for their entire rental period if using the veranda
3. Only chairs and tables from 223 may be used outside on the veranda, and Renter must return those items to 223 by the end of their rental period.

RESERVATIONS / PAYMENT

1. Rooms are reserved and the booking is complete after renter pays online and receives a booking confirmation email. For additional confirmation, go to the top of the page and select the availability calendar for the room/rooms you booked and navigate to the correct month.
2. All rentals must be paid in advance and within 5 days of the invoice date. Bookings will be automatically cancelled if payment is not received within 5 days of invoice date.
3. Payments must be made online through the booking software system. Receipts will be emailed to renter after payment has been received.

CANCELLATIONS / REFUNDS

1. Notice of cancellation must be emailed to *GSC Meeting Rooms* and be made 14 days in advance of the reservation date. Rental payments will not be refunded for cancellations that do not meet these requirements.
2. All cancellations are recorded and tracked. Excessive cancellations within a certain period of time will result in limits being placed on a renter's ability to book meeting rooms in the future.
3. Allow two weeks for refund processing.

PARKING

1. Space in the Good Shepherd Center parking lot is limited and available on a first-come, first-served basis. Availability of parking is not guaranteed. Renter and Renter's guests or invitees are advised to arrive early to find parking and encouraged to make alternative arrangements for transportation if possible.
2. Renter should be encouraged to use alternative transportation means to reach the Good Shepherd Center. Inform your group members of alternative means of transportation. Call Metro for bus scheduling and routing information. Try carpooling. Ride your bike.
3. Please have Program participants respect the on-street parking and use by neighborhood residents.

GSC BUILDING POLICIES

1. Smoking and alcohol are prohibited on the property. Burning of candles, incense, or other materials is prohibited.
2. Good Shepherd Center and Historic Seattle are not responsible for items lost or stolen from the premises, building, or grounds. Check with the GSC caretaker on duty regarding lost and found items.

3. Renter shall be responsible for compliance with all rules and regulations governing use of the Good Shepherd Center, and for any and all damage to the building, equipment, property, or grounds. Renter agrees to clean the premises after each use and to leave the premises in good order and repair.
4. Good Shepherd Center and Historic Seattle shall not be responsible for injury or damage to persons or property occurring during, or arising out of, occupancy and use of the building or property by Renter or Renter's guests or invitees. Renter agrees to indemnify and hold Good Shepherd Center and Historic Seattle harmless from liability on account of any injury or damage arising out of such use.
5. Children under the age of 13 must be accompanied by a parent or a responsible adult at all times while on the Good Shepherd Center property
6. Renter shall not use the premises in any way that will unreasonably disturb or annoy other occupants or visitors of the Good Shepherd Center, or its neighbors.
7. In order to maintain building security and public safety, Renter agrees to promptly comply with and follow directions of Good Shepherd Center staff.