

Washington Woman's Club Building Use Permit

INDIVIDUAL / BUSINESS / GROUP INFORMATION

Company / Group Name _____

Contact Name _____ Contact Title _____

Contact Address _____

Contact Email _____ Contact Phone _____

Time Period Required _____ To _____
Date / Time Date / Time

Nature of Meeting: _____

Signature _____ Date _____
Organization Representative

RENTAL RATES

Member / Church / Non-Profit	\$150.00	\$ _____
Non-Member	\$200.00	\$ _____
Company / Corporation	\$300.00	\$ _____
Kitchen Usage Fee	\$50.00	\$ _____
Cleaning Deposit (Refundable)	\$100.00	\$ _____
Total Due		\$ _____

Make check payable to
Washington Woman's Club and
return with completed application to
Washington Woman's Club
P.O. Box 1293
Washington, GA 30673

APPROVAL

The Washington Woman's Club agrees to rent the Woman's Club building to the above individual or group for and under the terms outlined in the attached agreement. Comments or Special Requirements:

Signature _____ Date _____
Woman's Club Representative

Memorandum of Agreement for Renting the Woman's Club Building Washington, Georgia

All individuals or groups requesting permission to use the Woman's Club building must complete this form in duplicate and the Building Usage Permit and return to Carol L. Jackson at least two (2) weeks prior to the date desired for the use of the facility with the correct fee attached.

Policy governing the use of the Woman's Club building is determined by the Woman's Club Board of Directors. Some general conditions must be always observed unless changes are agreed to in writing. Carol L. Jackson will oversee booking.

1. All dates are tentative until this Memorandum of Agreement, Building Usage Permit, and correct fee have been returned to Carol L. Jackson or her appointee. The Woman's Club is not responsible for commitments made to a third party without this approval. The facility cannot be sub-leased by or to a third party or group.
2. Events will not be scheduled back-to-back. A minimum of two (2) days must be allowed between events to provide proper time for cleaning and maintenance.
3. Food service is not provided.
4. The maximum legal occupancy is 100 people for the building.
5. A deposit of \$100.00 will be collected by Carol L. Jackson or her appointee. Deposit will be returned after on-site inspection has insured the user has properly cleaned the building, the grounds, all surfaces in the building have been wiped down and there is no damage. If needed cleaning of the building and grounds will be charged to the using organization. An additional \$50.00 will be charged if the caterers leave the lights, fans, or heating and air conditioner on.
6. Categories for rental agreements:
 - a. Members, Church groups and Non-profit - assigned a usage fee of \$150.00 for the meeting space.
 - b. Non-Members - assigned a usage fee of \$200.00 for the meeting space.
 - c. Companies, Corporations – assigned a usage fee of \$300.00 for the meeting space.
 - d. Kitchen for an additional fee of \$50.00 for 4 hours.
7. Structural damage done to the Woman's Club Building, while it is assigned to any individual or group, must be reported to Carol L. Jackson. The individual or group assumes responsibility but not from normal wear and tear during the use of the building.
8. The using individual or group will be held responsible for any damage to the walls, ceiling, tables, and chairs, during the use of the building. No objects shall be taped, stapled, or in any other way be attached to the walls, ceilings, or tables. For décor added to the mantel, the eye hooks already installed should be used. Do not add nails, tacks, or push pins. If you use lit candles, they must be covered by glass chimneys. Please do not drag the furniture or remove any objects from the walls. You may move the tables and chairs, but when finished, replace the tables and chairs to their original location. Do not move the piano or place anything on the piano. Any violation of this will result in forfeiting the deposit and if necessary additional charges for repairs.
9. Kitchen: You will need to supply your own dishwasher detergent, plastic trash bags and paper towels. All dishes must be washed, dried and put away. Return all Woman's Club property clean and to its original location. All trash must be put in plastic bags, tied and placed outside in receptacles located outside the back door.
10. Tables and chairs must be arranged after your event according to the building floor plan posted at staging/prepping area.
11. Contents of the facility are not to leave the premises – tables, chairs, silverware, dishes, other kitchen equipment, etc. Anything missing will be charged to individual or group renting the Woman's Club.
12. Heat and AC: There are 2 thermostats (one in the kitchen and one in the small room on the right). Please return to: Summer – Kitchen and other thermostat to Cool 79 degrees. Winter – Both thermostats should be left on Heat – 55 degrees. **BE SURE THAT THE THERMOSTATS ARE SET WHEN YOU LEAVE! DEPOSIT WILL BE FORFEITED IF HEATING AND AC NOT SET AS STATED ABOVE.**
13. The permission hereby given to the using organization is for the building to be used and enjoyed at its sole risk and in consideration of the benefits derived from its use, the using organization hereby releases, relinquishes and discharges and agrees to indemnify, protect and save harmless the Washington Woman's Club and any of its agencies, of and from any and all claims, demands or liabilities for any injury to, including the death, of persons, (whether they be third persons or employees of either of the parties thereto) any loan or damage of property (whether it be that of either of the parties hereto or third persons) causes by or growing out of or in any way happening in connection with its exercise of the privileges herein granted.

The attached Building Usage Permit should be properly filled out and when signed by both parties in the spaces provided, this document becomes a contract between the named individual or group and the Washington Woman's Club, and both parties will be bound by the terms and conditions herein set forth.

Signature of Renter _____ Date _____

Authorized Signature for WWC _____ Date _____

Exit Checklist | Before you leave the building, make sure:

- The ovens are turned off.**
- You have removed all food you brought from the refrigerators.**
- All trash is put in the container at the back door. If all the trash will not fit, take remaining bags to the dumpster behind the Courthouse.**
- All floors are SWEPT and the kitchen mopped. Could result in additional charges. There is a quick pick up vacuum in kitchen to use to vacuum the floors in dining area.**
- All tables and chairs are returned to the original location, according to the building floor plan posted at staging/prepping area.**
- The AC is set at 79 degrees (summer) and HEAT at 65 degrees (winter). (An extra charge will result if the AC is left below 79 degrees.)**
- All lights are turned off (check kitchen, restrooms, meeting areas).**

Any violation of these standards will result in additional charges.