

## TERMS AND CONDITION OF RENTAL AGREEMENT

1. **Rental Agreement** is valid only when signed by an authorized representative of the Northwest Workforce Development Council and rental fee is collected.

**Rented Facilities include:** \_\_\_\_\_

**Rate:** \_\_\_\_\_

This agreement creates no rights to use other areas of the WorkSource Center except that event participants may use the WorkSource restrooms in common with other WorkSource customers.

2. **Payment** must be made by check or money order made payable to "Northwest Workforce Development Council". Cash and credit cards are not accepted.
3. **Certificate of Insurance** is required. Renters must procure, at their own expense, a Comprehensive General Liability Insurance policy, naming the "Northwest Workforce Development Council" as an additional insured, with a \$1,000,000 Combined Single Limit per occurrence. Certificate of insurance must be received at least 3 days prior to event/rental date.
4. **Cancellations** must be made at least 1 business day in advance of rental date.
5. **Regular office hours** are 8:00 am to 5:00 pm. After hour events must conclude by 10:00 pm and may necessitate the use of a private security agency, the cost of which is borne by the user.
6. **No Alcohol or Firearms** are permitted anywhere on the WorkSource Center premises.
7. **Smoking** is permitted in designated areas only.
8. **Service Animals** are permitted in the WorkSource Center.
9. **No Tacks, Nails, or Tape** may be used to hang posters or displays. Adhesive flip chart paper is acceptable.
10. **No Disruption of Center Use** by renter, renter's guests or visitors. WorkSource Centers are community career centers and their first priority is to business and job seeking customers. Renter shall ensure the event activities or the event participants do not in any way hinder center usage by its customers and staff.

11. **Parking in Designated Areas.** Renter will ensure that no oversized vehicles are parked in the WorkSource Center's parking lot.
12. **The Renter Will Perform Cleaning After Their Event.** All equipment will be cleaned and returned to the proper storage space; kitchen will be wiped down; trash will be bagged and ready for removal; and any other action shall be performed to ensure that the room is left in the same condition as found prior to the event.
13. **Failure to Clean** any portion of meeting room upon conclusion will result in a minimum charge of \$50 for cleaning to be performed by WorkSource and/or its contractor.
14. **Locking and Securing the Facility** will be performed by the renter after the event.
15. **Renter is Responsible for All Breakage and Damage** to the building, furniture, appliances, rugs, kitchen equipment, etc. as a result of their event, participants, or guests. Value of broken or damaged items will be claimed against the Renter's insurance.
16. **Renter Agrees to Defend, Indemnify and Hold Harmless** Northwest Workforce Development Council and/or WorkSource, its employees and agents from all liability, claims, suits, damages, expenses and losses, including expenses of litigation, in any manner resulting from or connected with any loss or damage to any property or person caused by or resulting from any act or omission of the Renter or the Renter's guests or visitors during the event.

**Date and Time of Event:**

**Renter's Signature:**

**Date:**

**NWDC Representative:**

**Date:**

**Emergency Contact Number(s):**

*(over please)*

**Please enter your billing address:**

Attention:

Address:

Address:

City/State:

Zip/Postal:

**Purchase Order** (if applicable):

**Name of individual willing to comment  
on the quality of service received:**

**Their Telephone:**