



Building community,
one friend at a time.

Friendly House, Inc. Rental Terms & Conditions

Friendly House is a non-profit neighborhood center and social service agency.

Thank you for your interest in renting rooms at Friendly House. All rentals are arranged on a first come, first served basis. Your room rental is secured with a deposit, application fee (if first time renting) and signed rental agreement.

A. Rental Rates and Fees

1. **Minimum** There is a minimum rental time of **one hour**. Rates are subject to change without notice. Please consult Front Desk staff to confirm rates and availability. **Rental payments are due on or before rental dates.**
2. **Application Fee** All first-time rentals are subject to a one-time non-refundable application fee of **\$25.00**.
3. **Room Deposit** All rentals are subject to a refundable room deposit (\$50.00 for meeting rooms and Brentano Building gym; \$100.00 for Crawford Building gym). Room deposit, and the application fee must be paid and paper work completed in order to reserve a room.
4. **Special open/close** Thurman Location: Any rental occurring outside of regular business hours will incur an additional \$15.00 per hour special open/close fee. These rentals, and rentals after 10pm, are exceptional, and must be approved by the program director.

B. Terms and Conditions

1. **Terms and conditions are subject to change without notice.**
2. **Deposit Refunds** The room deposit will be refunded by mail if all of the following conditions are met:
 - a. Facility is left clean and neat.
 - b. Rooms are completely "flattened" (i.e.: tables broken-down and stacked against wall and chairs stacked against wall).
 - c. Facility and equipment are left undamaged.
 - d. Your group leaves the facility on time. Late charges are assessed in full hour increments of rental fee. A \$15.00 per hour late fee will be charged if rental extends past closing time.
 - e. All other terms and conditions are met.
 - f. Room deposit or a portion thereof will be retained by Friendly House should any of these conditions not be met.
3. **Cancellations and Changes** Reservation cancellations and changes are accepted without penalty up to **7 days prior** to reserved date(s). Cancellations made less than 7 days prior to the reservation date will forfeit the rental fee. If rental fees have not yet been paid, the renter will be billed. On-going rentals require 30 days' notice to terminate rental agreement.
4. **Room Charges** Renters will be charged for each room the renter uses in the facility. Arrangements must be made in advance per Section A, Rental Rates and Fees (see above).
5. **Minimum Age** The minimum age of renter is 18 years old (see addendum for **Parties involving Minors**).

6. **Renter Liability** Renter assumes full liability for any injury to persons in the rental group during the rental period. Loss to or damage of personal property is the sole responsibility of renter.
7. **Emergency Preparation** We suggest that you keep a list of people attending your event(s), along with emergency contacts and phone numbers for each.
8. **Inclement Weather** During times of inclement weather, please call ahead of time to see if Friendly House is open. If we are closed, you may choose another available rental date. **No refunds will be given due to closures outside of our control.**
9. **Alcohol** Please see **Alcohol on Premises** agreement.
10. **Smoking/Tobacco Chewing** No smoking or tobacco chewing of any kind on the premises.
11. **Set up, break down, clean up** Renters are responsible for their own set up, break down and clean up, unless renter opts to pay set-up or break-down fee in advance. **Renters will be given, at no charge, 15 minutes to set up, and another 15 minutes to break down and clean up the room. This grace period does not apply to rentals outside of regular business hours.** Any additional time for preparation or cleanup must be included in the total rental time requested. Failure to operate within these times limits will incur additional charges. (See Section B.2.d above). Should room not be “flattened” at the end of rental, there will be a \$25 fee levied against the deposit. Failure to adequately clean-up will result in forfeit of deposit. (See Section B.2.b above).
12. **Decorations** Renters wishing to bring in decorations are restricted by the following:
 - a. No nails
 - b. All tape must be removed as a part of clean-up. Scotch-Blue Painter’s Tape only.
 - c. No candles (except birthday candles)
 - d. No glitter
13. **Minors** Rentals that include minors must have adult supervision at all times (See Addendum for these Policies and Practices).

C. Additional Conditions

1. **Second floor restrooms are not available between 7 a.m. and 6 p.m. Monday-Friday when Children’s Programs are in session. This is a requirement of our State licensing.**
2. Gym renters: Please wear gym shoes. No street shoes (without permission of staff).
3. Due to heavy traffic and parking congestion in Northwest Portland, we encourage use of Tri-Met buses, carpooling, bicycles, and other modes of transportation alternative to automobiles.

Friendly House Crawford Building 1737 NW 26th (corner of NW 26th & Thurman)	Friendly House Anderson Building 1715 NW 26 th (corner of NW 26 th and Savier)
---	--

Friendly House reserves the right to refuse any proposed rental usage.

It is the policy of Friendly House to treat all people with dignity and respect. The agency prohibits discrimination based upon race, sex, religion, color, gender identity, age, national origin, marital or familial status, pregnancy, sexual orientation, citizenship status, military service, veteran status, housing status, source of income, political affiliation, union affiliation, physical or mental disability or other protected status in accordance with applicable law. In addition, we shall not discriminate against minority-owned, women-owned or emerging small business.

Date of Rental _____ Time of Rental _____

Room (s) Rented _____

CSR

Friendly House Rental Agreement

Renter Name _____

Name to be listed on schedule _____

Deposit Under _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

Number of people _____ # chairs _____ # tables _____ Leave cleaning supplies? Y / N

Purpose of Rental _____

Other arrangements/considerations / notes _____

Renter type: Standard 501(c)3 -Verification? Y / N

Member (10% DISCOUNT)

Amount due for Rental: _____ (from back page)

I, the undersigned, agree to rent room(s) from Friendly House, Inc., as outlined above. I have read, understand, and agree to abide by the Friendly House, Inc. Terms and Conditions of Rentals provided by Friendly House staff. By signing this agreement, I become responsible for complete and prompt payment of any and all costs incurred relating to use of this facility, and I further hold harmless Friendly House, Inc., its staff, officers and directors, for any loss or damage to property or person during the term of this rental.

_____ Date _____
Renter Signature

_____ Date _____
Friendly House Staff Signature

Friendly House Room Rental Rates

Effective September 1, 2018

Application Fee:	\$25.00 (Non-refundable)
Room Deposit:	\$50.00 (Refundable)
Gym Deposit*:	\$100.00 (Refundable)
Special Open/Close Fee:	\$15.00 per hour (for after hours rentals only)
Optional Room Set Up Fee	\$15.00 (tables and chairs, not available for gym)
Optional Room Break Down Fee	\$15.00 (tables and chairs, not available for gym))
Late Charges:	Full hour increments of Rental Fee + \$15.00 per hour late fee
Projector rental charge:	\$15.00

Crawford Building (1737 NW 26th Ave (at Thurman))

Room	Size	Capacity
Gym*	48x87	300
East Room	29x31	45
Keeston Room	30x38	80
Garden Room	20x29	30



Current Friendly House Members and Program Participants (families in PS and School age programs, etc) receive 10% discount off the standard rates.

*All Gym rentals must be approved by the scheduler.

Standard Rates				501(c)3 Rates			
Room	1 Hour	4 Hour	8 Hour	Room	1 Hour	4 Hour	8 Hour
Gym	\$72	\$245	\$455	Gym	\$62	\$208	\$399
East	\$42	\$145	\$270	East	\$36	\$125	\$232
Keeston	\$55	\$185	\$350	Keeston	\$46	\$145	\$305
Garden	\$36	\$122	\$229	Garden	\$32	\$105	\$195

Brentano Building Gym

Standard: \$45/hr

501(c)3: \$35