

## **iLEAP RENTAL AGREEMENT**

The Rental Policies and Procedures apply to all events held at the iLEAP Facilities.  
*The facility is not available for political or religious programs or activities. iLEAP reserves the right to refuse any rental request.*

### **Hours of operation**

Monday through Friday: 8 am - 9:30 pm  
Saturdays: 8 am - 6 pm

### **Room Capacity**

- **Library:** 25
- **East Hall:** 85

### **Rental Periods**

Rooms are rented in half-hour increments. Rental period must include all time needed for preparation, set up, and clean up – typically 30 minutes before and after event hours.

(+ Excess time fee)

Rental Fees are based on the stated actual start/end times which include set up and clean up time. If Renter, their guests, or service providers exceed the scheduled start/end times, excess time fee will be assessed based on the stated hourly rate, billed in half-hour increments.

### **Set up/Clean up**

Renter is responsible for setting up, cleaning, and returning to the original setting all furniture used. iLEAP staff is available to orient you to the space.

Trash and leftover food must be removed from facility.

### **Noise**

Renter and all guests must be considerate of businesses surrounding the event room and other offices in the building. Any behavior or activity considered disruptive or harmful to adjacent businesses will be requested to cease. Some examples of prohibited activities include, but are not exclusive to:

- Physical activities like running or jumping
- Activities that involve yelling, screaming, or loud noises
- Speakers and microphones – except for portable speaker used for videos
- Musical / art performances

### **Catering and Alcoholic Beverages**

Alcohol may be served during rental period. Renter must obtain and visibly display a Washington State liquor license prior to serving alcohol. Private catering is also permitted. A permit is also required from the DoH to serve food to the general public.

### **Parking**

Free parking is available in the Good Shepherd Center (GSC) parking lot but limited and on a first-come, first-serve basis. Renter and guests should come to events early to find parking. There is free street parking available all around the campus neighborhood.



**Insurance**

Renter shall procure and maintain, at their own cost and expense, commercial general liability insurance that covers all claims for damage to property (including Owner's property) and all bodily injury, including death and personal injury, which may arise from the use of the iLEAP facility by the renter, including guests of the renter. If alcoholic beverages will be sold or served during the event please inquire about special insurances required. iLEAP and the GSC are not responsible and cannot be held accountable for any injury that may occur while on the premises.

**Indemnification**

Renter agrees to defend, indemnify, and hold harmless SPACES from all claims arising from Renter's use of the premises. Renter also assumes responsibility from any and all actions, losses, damages, claims, or liability that may occur as a result of the holding of the scheduled event. It is understood and agreed that this is a contract for rental of space only and the Renter is solely responsible for the conduct or lack of care of itself, and its invitees.

**Building Policies**

1. **Smoking** is prohibited on the GSC property. Burning of candles, incense, or other materials is also prohibited.
2. Use of tape, tacks, or pins on any wall, whiteboard, or bookcase surface is strictly prohibited.
3. iLEAP is not responsible for items lost or stolen from the Center premises and grounds.
4. Renters shall be responsible for compliance with all rules and regulations governing use of the iLEAP space and GSC, including any and all damage to the building, equipment, or grounds, and agrees to clean up the premises after each use and to leave the premises in good order and repair.
5. Children must be supervised by parent or a responsible adult all the times.
6. In order to maintain building security and public safety, the Renter agrees to follow directions of the GSC security staff person on duty.

**Reservation/Payment**

Payments are only accepted via check made payable to iLEAP. *A \$25 fee will be charged for all returned checks and full payment is due at least 14 days in advance of the rental period.*

**Cancellation Policy**

The following cancellation policy will apply: 14 days prior to event date—the rental fee will be refunded with the exception of a \$25 processing fee; 3-13 days before the event--50% of the rental fee will be refunded with the exception of a \$25 processing fee; cancellations made within 72 hours of a scheduled event will mean forfeiture of rental charge.

**Force Majeure**

The parties' performance under the Agreement is subject to acts of God, war, government regulation, threats or acts of terrorism, disaster, strikes (except those involving the renter's employees or agents), civil disorder, curtailment of transportation facilities, making it inadvisable, illegal or impossible to perform their obligations under the Agreement. Either party may cancel the Agreement for any one or more of such reasons upon written notice to the other. Should either party cancel for reasons of Force Majeure, all deposits paid will be refunded.

By signing below, I agree to the terms of the Rental Agreement as outlined

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Signature

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Date