



Dungeness Schoolhouse Rental Agreement

2023

For Reservations & Information Email: SequimMuseum@olypen.com

Website: www.SequimMuseum.com

Renter:	
Address:	
Rental Dates:	
Time:	
Phone:	Email:
Venue:	Anticipated number of attendees:

	NUMBER OF DAYS/HRS	FEE PER DAY	TOTAL
CLASSROOM 1 ST FLOOR	\$	\$	
AUDITORIUM 2 ND FLOOR	\$	\$	
USE OF ENTIRE BUILDING	\$	\$	
AUDIO-VIDEO EQUIPMENT & TECHNICIAN	\$	\$	
TOTAL RENT	\$	\$	
DAMAGE DEPOSIT (Must be SEPARATE CHECK) (Refundable) \$ 150.00			

PLEASE MAKE CHECK PAYABLE TO "SEQUIM MUSEUM & ARTS"
544 N Sequim Ave, SEQUIM WA 98382

- This agreement is made between Sequim Museum & Arts, Dungeness Schoolhouse, and the Renter. The Museum agrees to rent the rooms identified above for the rental amount and time period indicated, based on the following conditions and terms:
- NO SMOKING and NO OPEN FLAMES allowed in the building or on the property.
- Consumption or serving of ALCOHOLIC BEVERAGES are prohibited in or around the building premises.
- No Pets are allowed in the building.
- Use of the Elevator is for disabled persons ONLY and must be operated by a Museum Volunteer for your safety.
- Renter agrees to leave the premises and furniture in the same place and in the same condition as it was found at the time of rental; otherwise, all or part of the damage deposit will be used to cover expenses incurred to restore or replace the property removed or damaged. **Sliding chairs & tables across wood floors will result in damage costs from your deposit.**
- With respect to the buildings age (Built in 1892) and National Historic site, Do not move pianos or place decorations on walls & blackboards. Use of **painters' tape on wood surfaces ONLY. NO other tape allowed.** Maximum occupancy for rooms are posted for safety and structural reasons.
- Renter agrees to indemnify and hold harmless Sequim Museum & Arts, Dungeness Schoolhouse, its' agents and assignees from all claims for injury to persons or property in connection with the use of the Dungeness Schoolhouse by the renter.

Reservations are confirmed ONLY when full payment & agreement has been received .

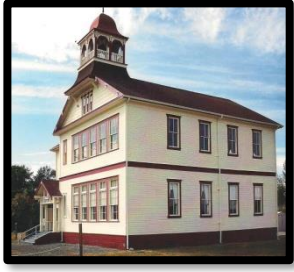
(Signature of Renter) (Please read and sign rental checklist on reverse side) _____ Date _____

For Museum Staff use

Confirmation# _____	Museum & Arts Center Signature _____
Access Code: _____	Wi-Fi: _____

Rent Paid	\$ _____ On _____		
Damage Deposit	\$ _____ On _____		
Deposit Refunded	\$ _____ On _____		





Dungeness Historic Schoolhouse Rental Agreement (continued)

DAILY RATES AS OF JANUARY 2023
WEEKL RATES AVAILABLE UPON REQUEST

2781 Towne Rd

Rental Checklist

- The renter is responsible for having a Clallam County Food Handlers permit if food is served to the public.
- Leave the premises as clean as when you found it.
- Wipe up any spills using only a minimum amount of water. **Do not** use cleaners.
- Erase Blackboards
- Remove your trash from the facility
- Sweep floors after each use
- Clean tables & replace where they were found
- Stack chairs 8 high to accommodate space
- Clean floors and sink area after use
- Turn off all lights & secure the building
- Report any discrepancies to the Manager at:
SequimMuseum@olypen.com

Classroom 1st FL South Room	
Occupancy (Maximum 30)	
1- 4 hour Minimum	\$75
1- 8 hours (Additional \$20/hr.)	\$100
Auditorium 2nd FL	
Occupancy (Maximum 90)	
1-4 hour Minimum	\$100
1-8 hours (Additional \$20/hr.)	\$160
Kitchen/ Picnic area	
1-4 hour Minimum	\$40
1-8 hours	\$50
Entire Building	
1-4 hour Minimum	\$190
1-8 hours	\$280
Audio-Video Equipment	
1-4 hours with Classroom Rental	\$100
1-8 hours with Classroom Rental	\$200

(Signature Of Renter)

- **By Mail:** Sign & return rental agreement reservation with check or money order to:

Sequim Museum & Arts
544 N Sequim Ave
Sequim, WA 98382

- **Convenient 24 hr door drop:** 544 N Sequim Ave (**Museum Administration** behind Red Bld)

- **Alternate Method:**

Credit Card payments can be made using our website www.SequimMuseum.com DONATE button.
Scan & send your rental agreement to our email: SequimMuseum@olypen.com.