

CLASSROOM RENTAL AGREEMENT

902 NE 65th Street. Seattle WA 98115
 Tel 206-267-0863 Fax 206-267-0814 www.dreamclinic.com



CONTACT INFORMATION

Name _____ Title _____

Company / Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

RESERVATION INFORMATION

Card #: _____ Expiration Date: _____ CCV _____

Card Holder Name (PLEASE PRINT) _____

Billing Address _____

Signature _____ Today's Date: _____

Description of Event:

Equipment Required:

Rental Date (s) From _____ To _____

Time: From _____ To _____

RENTAL POLICY

Our rates apply to the amount of time the class is reserved specifically for your event (class, seminar, meeting, etc...) In addition, you are allotted a half-hour at the conclusion of each event to allow for cleanup and changeover from one event to the next.

RENTAL RATES

Room Rental	1-3 Hours	Half Day 4-7 hours	Full Day 8 or more hours
Rate	\$40/hour	\$35/hour	\$30/hour

To be completed by Dreamclinic staff only

Total hours at \$ /hour = **Rental fee due by:**

Reservations. A reservation is held once we receive your filled-out rental agreement with credit card information on file. However, your slot is secured only when payment is received in full. If another potential renter requests a time you are holding but have not secured, we will contact you to see if you want to secure your reservation, which you can do by paying the full rental amount by cash, check or credit card. No event may be reserved more than 6 months in advance. Once an event is reserved, Dreamclinic has the right to change space availability up to 90 days prior to a reserved event time.

Payment Schedule. A. For recurring rentals taking place over several months, full rental payment for the month must be received by the 1st of the preceding month. B. For one-time events (taking place either in a single day or over multiple consecutive days) full rental payment must be received 60 days prior to the first day of the event.

Responsibility of Renter at the end of Rental Period. The classroom space must be left in a condition ready for use by the next event or renter, which means

- Remove all props, signs, equipment and supplies that you have brought for your event. Equipment supplied by Dreamclinic must be neatly organized in the appropriate place or returned to the Classroom storage area (unless prior arrangements have been made with Dreamclinic staff).
- Classroom floor should be swept of debris and mopped if necessary.
- Remove all trash and perform any other clean-up necessary (regardless of the state in which you found the rented space prior to your event). Cleaning supplies are in the Classroom storage area.
- Respect that the bathrooms and kitchenette are a shared space. Please keep these areas tidy if you or your group make use of them.
- Do not move or remove any other furniture or equipment found in building or adjacent rooms unless arrangements have been made with Dreamclinic staff.
- Please leave the classroom door open and lights off upon leaving.

Loss or Damage to Facility or Equipment. When Dreamclinic accepts a Rental Agreement, it is with the expressed understanding that the renter has followed the above conditions. If there has been any damage to or loss of Dreamclinic property attributable to you, the renter, you will be held responsible and agree to compensate Dreamclinic for the cost of repair or replacement of the property.

Cancellation Policy. Dreamclinic has a two-month cancellation policy. If you need to cancel your rental reservation we ask for as much notice as possible to provide opportunity for another party to use the space. Reservations are refunded as follows:

- 60 days notice receives full refund
- 15 – 60 days notice receives 50% of refund
- Less than 15 days notice receives no refund

Facility Equipment. The rental space at Dreamclinic is equipped with folding tables, folding chairs, a dry erase board and markers. There is a small kitchenette with a microwave, sink and a small refrigerator, along with two bathrooms and drinking water in the hallway. The classroom also has wireless Internet connectivity. Contact Dreamclinic for the key to access the Internet and if you require additional items or have questions about bringing your own equipment.

Parking / Transportation. Dreamclinic is two blocks east of a Park and Ride (under I-5 overpass) and there is ample parking in the surrounding neighborhood. The parking spaces directly adjoining the Dreamclinic building are reserved for clinic massage clients only.

Available Rental Hours

<i>Monday – Friday</i>	<i>Saturday</i>	<i>Sunday</i>
9am – 9pm	10am – 7pm	10am - 6pm

Restrictions

- The use of the space must coincide with agreed upon event description as outlined in this rental agreement form.
- No bicycles are allowed inside the building. There are bike racks outside.
- No pets, except licensed service animals, are allowed inside the building.
- No smoking
- In consideration of adjacent treatment room clients, please no loud music or other intrusive noise