

## Community Room Usage Agreement

This agreement is between Northwest Mothers Milk Bank (hereafter 'NWMMB') and the individual who completes the Room Request Form ('renter') to reserve the Jay and Diane Zidell Community Room.

1. The renter is responsible for remitting payment to NWMMB at the time of submitting your reservation. The deposit cost is \$200, which will be refunded once the room is verified to be in good condition after the booking is finished. The deposit may be paid in the form of a check at the time of booking. In the case of breakage or damage to the contents of the room, the renter is responsible for the cost of any damages that exceed the amount of the deposit.
2. The Jay and Diane Zidell Community Room is available to both nonprofit and for-profit groups who share similar missions and goals with NWMMB. A copy of the organization's current general liability waiver must be provided at least two weeks prior to the booking.
3. To qualify for the lower booking rate, a nonprofit must provide NWMMB with proof of 501(c)3 status.
4. No fees, product sales or admission charges are permitted on site.
5. Guest may bring food and drinks, but alcoholic beverages are not permitted.
6. Political agendas are not permitted.
7. The room should be left in the same configuration when you leave as when you entered.
8. All minor children must be supervised by an adult.
9. Smoking and vaping are not permitted in the building or on building grounds.
10. All state and local fire codes as well as OSHA regulations apply for any events.
11. No burning of any items, including candles or incense.
12. Groups are expected to leave the room in an orderly and acceptable condition with all personal property removed and trash placed in the receptacles provided.
13. No use of tape or adhesives on NWMMB property (walls, tables, etc.).
14. No animals (with the exception of service animals) are permitted in the facility.
15. The maximum capacity of the Community Room is 36 persons (including children).
16. Any belongings left behind at NWMMB will be held for ten days for retrieval; if they are not picked up by the end of ten days NWMMB will donate or discard the item(s).
17. Event guests may park in the NWMMB parking lot for the duration of the event (including set up and cleanup) only.
18. Food and beverages in the staff kitchen are for staff and are not available to guests.
19. Keep noise to a reasonable level so as to not disrupt nearby working staff.
20. Agreement to rent to an organization is not an endorsement of the group or event on the part of NWMMB.