

Wellspring Family Services Community Room Rental Information

Location

The Rotary Support Center for Families
1900 Rainier Avenue South
Seattle, WA 98144

Contact

phone 206-826-3050
fax 206-629-7674
e-mail rentals@wellspringfs.org

Wellspring Family Services (WFS), located in the Rotary Support Center for Families (RSCF), has the following facilities available to rent to community organizations (both for- and not-for profits) and public agencies.

Community Room

Approx. 1,000 square feet (50' x 20'), with 3 window walls, at the south end of the RSCF facility.

Capacity for standing-and-mingling reception: 120

Capacity for auditorium-style seating: 60

Typical capacity seated at tables:

30-36 classroom style

32 hollow rectangle layout ("Boardroom")

48 banquet seating (6 squares seating 8)

Renters may choose from our standard layouts or move tables & chairs as desired, on arrival.

Equipment available in the Community Room:

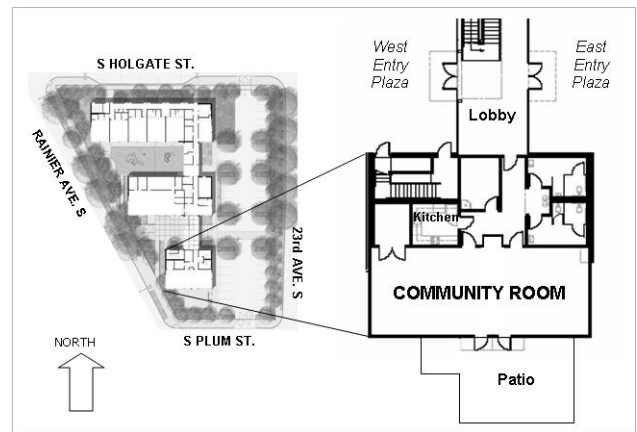
18 tables (30" x 60") and 60 chairs

2 white boards

2 whiteboard-mounted flip chart holders

portable projection screen

podium with microphone (corded)



- Notes:**
1. **WFS does NOT provide a projector & laptop or other A/V equipment;** renters must bring their own equipment.
 2. There is limited public-access WiFi capacity in the room. Please note: WFS does not provide tech support.
 3. Community Room renters are responsible for bringing their own supplies such as flip chart pads & markers.
 4. Please use only the whiteboard markers provided.
 5. Please use masking tape or "Post-It" adhesive on the walls & windows, not tacks or other types of tape, and remove it all before leaving.

Your Community Room rental includes use of the following—

Lobby

Approximately 100 square feet, suitable for registration/check-in, literature, displays, etc.

Notes: Wellspring Family Services staff, clients, and visitors use the lobby during regular business hours. Please do not block the main doors or access into the rest of the building, and please keep activities in the lobby fairly quiet during regular business hours.

Kitchenette

A small kitchen is available for coffee and tea preparation and food storage and warming. Equipment available for Community Room renters: refrigerator/freezer (with ice dispenser), microwave oven, standard stovetop/oven, coffee-brewing system with thermal pots.

- Notes:**
1. Please follow the posted instructions for the coffee-brewing system. Coffee, teas, sugar, sweeteners, creamer, and cups are provided with your rental.
 2. Community Room renters are responsible for bringing all other consumables needed for their events, such as paper goods, linens, cutlery, and serving utensils.
 3. Please handle food waste, recyclables, and trash according to the instructions posted in the kitchen.

Patio

The Community Room opens onto a patio, approximately 435 square feet.

Available Hours

The Community Room is available for rental during all normal business hours, 8:30 a.m. – 5:00 p.m., Monday through Friday (except federal and agency holidays).

Extended hours by arrangement: With special arrangements for access and lock-up, the Community Room can be available for rental from 7:30 a.m. and until 9:30 p.m., Monday through Friday. Saturday hours (7:30 a.m. – 9:30 p.m.) are available for an additional fee; see chart below.

Rental Fees

<i>Request</i>	<i>Rate for For-Profit Orgs</i>	<i>Rate for Non-Profit Orgs</i>	<i>Additional Fee for Saturday Rentals</i>	<i>Details</i>
Full day	\$480	\$400	\$100	6.5–8 hours; time beyond 8 hours will be added at the hourly rate
Half day	\$220	\$200	\$50	4.5–6 hours
Hourly	\$60/hr	\$50/hr	–	1–4 hours (min. reservation 1 hour)

Note: Rental rates pertain to the entire requested time, including set-up and clean-up.

Reservations

You may make reservations up to six months in advance. Contact WFS about room availability. If your date and time are available, send a completed rental agreement form with your deposit and your certificate of liability within seven business days to secure your reservation.

Your reservation is not confirmed until you make your deposit, provide the certificate of liability, and receive a signed copy of your form back from WFS.

Certificate of Liability

A Certificate of Liability with Wellspring Family Services named as additional insured is required of all Community Room users. The certificate may specify the single date or an extended period if you expect to rent several times.

Deposits

A deposit of \$50 is required to confirm your reservation. The deposit will be applied to the final cost of your rental. Deposits may be made by check or money order (payable to “Wellspring Family Services”) or by MasterCard or Visa.

Billing

After the event, WFS will invoice you for the balance of the rental cost, payable within 30 days of receipt. Damage, repair, or replacement costs may be added to your invoice total.

Final payment may be made by check or money order (payable to “Wellspring Family Services”), or by MasterCard or Visa.

Cancellations by the Renter / No-Shows

Please tell WFS about cancellations as soon as possible. If you cancel at least three days before the event, we will refund your deposit in full. If you cancel less than 72 hours before the event is set to start, or if your event does not take place but you do not notify us, there will be no refund.

Cancellation by Wellspring Family Services: Inclement Weather / Emergency Closure

No events can take place in the Community Room when the WFS building is closed because of storm or emergency conditions. If WFS is closed on the day of your rental, WFS staff will call the contact(s) listed on the rental request form as quickly as possible so that you can notify your event participants. (When a storm comes in overnight, WFS closure decisions are made and the information is usually recorded on agency phones by 8:00 a.m., weekdays.) WFS will contact you again after the emergency to discuss possibilities for re-scheduling your event. If you choose not to re-schedule, your event deposit will be refunded.

Accessibility

The Community Room and amenities are wheelchair-accessible. Parking for vehicles with state disability placards is at the south end of the RSCF lot, near the east entry plaza.

Parking

During normal business hours, the RSCF building parking lot is reserved for WFS staff, clients, and visitors, and is therefore not available to Community Room renters. Plenty of street parking is available in the neighborhood, however. See attached page for map and driving directions.

Community Room users are advised to keep their cars locked and **not** leave valuables in them.

Public Transportation

Metro routes 4, 7 express, 9 express, 34, 42, and 48 (north- or southbound) stop at Rainier & S. Walker Street, two long blocks south of the RSCF. Northbound routes 7 (local), 42, and 48 stop right at the building. The building is about four blocks south of the I-90/Rainier Freeway Station and eight blocks north of the Mt. Baker Light Rail station.

Before and After Your Event

Community Room renters are responsible for their own set-up and clean-up. Please include set-up and clean-up time in your rental request and arrange for your group to do the necessary work before and after your event. WFS staff can set tables and chairs to one of our standard room layouts before your arrival, but we are not available for other pre- and post-event work.

Set-up

You may either choose one of our standard room layouts or arrange the Community Room furniture yourself when you arrive. Move unneeded tables and chairs to the sides or ends of the room. Chairs can be stacked four high. Please do not stack or fold down the tables.

Clean-up

1. If you moved tables, chairs, or other items out of the room, move them back in.
2. Remove all signage and masking tape from walls and windows.
3. Wipe down all tables that were used.
4. Erase anything written on the whiteboards.
5. If you used the kitchen, check that stove, oven, and coffee maker are clean and **turned off**.
6. Handle food waste, recyclables, and trash according to the posted instructions.
7. Wipe up all spills. If there are serious (staining) spills or other damage, please inform Wellspring Family Services at the time or the next business day after the event.

Note: Damage, repair, or replacement costs may be added to your invoice total.

Lock-up

1. Check that the patio doors are firmly closed.
2. Check all spaces, including kitchen & restrooms, to ensure that everyone has left.
3. Turn off all lights in the Community Room, kitchen, restrooms, and corridor.
4. For evening renters, check that all the main lobby doors are firmly closed.

No Smoking, No Alcohol

The RSCF is a smoke-free property. No smoking is permitted in the building, entry plazas, or parking lot.

Community Room renters and event participants may not bring or serve alcoholic beverages.

Safety & Security

For the security of everyone using the building, please **do not prop the main lobby doors open or stand in the open doorway** – an alarm will sound!

Please make your own arrangements if your event will need extra security, valet parking, etc.

WFS is not responsible for items lost or stolen during a Community Room rental.

In an emergency, Community Room renters and event participants are expected to follow the posted safety rules and directions from the building staff.