



Lummi Te'Ti'Sen Center

4920 Rural Avenue | Ferndale, WA 98248 (360) 389-0533

Facility Rules and Regulations:

Rental Conditions and Fee's: All agreements for use of the Multipurpose Room (MP Room) must be confirmed in writing with Te'Ti'Sen Manager. No other agreements, oral or otherwise, will be accepted. The fee for rental shall be \$25 per hour (minimum of 2 hours) or \$200 per day. With a deposit that is 50% of the total room fee that will be refunded once management asses how the building is left upon departure. Please allow 10 business days for deposit to be refunded. **Additional fees:** Disposal of garbage use fee of \$50 and a janitorial fee of \$200, only if rental is for 3 days or more. Fees are effective *August of 2019* and are subject to changes at any time, without notice. This agreement may be cancelled at no cost up to 48 hours prior to the time of the event. NO REFUND will be given on any occasion for any cancellation less than 48 hours prior to the time of the event. Payments can be made in cash, check or money order. **Make checks payable to LIBC.**

Keys: Prior to event Te'Ti'Sen Management will make arrangements for a walk-though with Rental User and at this time, will hand over multi-purpose room key, garbage key, and Allen wrench for the doors to the multi-purpose room. It is the Rental User's responsibility to drop keys in drop box before departure of event. Rental User agrees that lost keys are to be reported to the Te'Ti'Sen Manager immediately. If keys are forgotten to be placed in the drop box, Rental User agrees to return keys to management within 24 hours. A failure to return keys within 24 hours will result in a \$50 fee plus any costs associated with re-keying the locks immediately and must be paid within 5 business days upon receipt.

Capacity: Te'Ti'Sen Center is a drug and alcohol-free facility. Capacity of the room depends on the desired room arrangement. Maximum chairs available for festival style is 125. Maximum for sit-down event with meal is 85; using long rows of single tables, double sided. Maximum for classroom style, facing screen, is 55 seats. Groups with over 50 people will automatically have an extra charge of \$150, due to the additional janitorial and logistics services that will be needed.

Room Arrangements: Room arrangements are to be made by the Rental User unless otherwise discussed with management. Lummi Te'Ti'Sen center and its staff are not responsible for any damages or injuries caused by Rental User during the date of event approved.

Technology for Use: Projector and Projector Screen: Te'Ti'Sen Center has a projector available for use for an additional cost of \$75. Rental User shall be required to cover the cost of a new projector and/or projector screen if either is broken or damaged during the time of use.

Use of Foyer: Occasionally, MP Room renters may need additional space to serve meals, setup registration desk, or other activities outside the MP room. Use of this area is by special agreement as it impacts other professional and retail activities of the building management and tenants. Extra attention is to be paid regarding table arrangement, time of use (such as breaks, meals, etc.), loudness, and clean-up after use.

Janitorial Needs: Te'Ti'Sen Center staff supply a push broom, trash cans/bags, and Clorox wipes. Please leave the MP Room and bathrooms in the condition that you have received. If the MP room is being rented for 3 days or longer **AND/OR** if your group succeeds 50 people, there will be an additional charge of \$150 for janitorial needs. If you wish to have housekeeping come in daily during your rental, **Renter** is responsible for covering the cost to having a housekeeper come daily at a rate of \$150 per day. Please let management know if this is something that you wish to have included on your invoice.

*****IF EMERGENCY: CALL 911*****

Te'Ti'Sen Center Contact Information:

- Economic Policy Director – Sunshine Fitzgibbon (360) 389-0533

Use of BBQ facility: Te'Ti'Sen Center is pleased to have a traditional bar-b-que facility available for use with the MP Room. Use of this is by pre-arrangement only. It is also only available to seasoned cooks who have a current Food Handler's Permit, and who are skilled at cooking with this type of facility.

Parking: Parking is the area in front of our building, and only the exterior row of parking near the 260 store. Their front two rows of parking are to be reserved for Te'Ti'Sen Businesses and their customers at all times. Parking is not available in the paved SensorLink lot. The Te'Ti'Sen Center/260 Tobacco & Fine Spirits parking lot is not a "Park-and-Ride" facility. Cars left overnight are subject to towing at owner's expense.

Smoking – Only in Designated Areas: A smoking area is available at the west end of the building. A smoking receptacle is available for safe disposal of cigarette butts. DO NOT TOSS ANY CIGARETTE OR OTHER DEBRIS onto the concrete, into the creek vegetation area beyond the cyclone fence or along the south side of the building.

Securing Materials Overnight: If you will be using the Multi-purpose Room for multiple days and wish to leave materials overnight, please be advised that while the room can be locked, any valuables or non-replaceable items should be removed, and brought back each day. Te'Ti'Sen Center cannot lock store valuables for room renters or their guests and we are not responsible for any lost, damaged or stolen goods.