

Daily/Hourly RENTAL/USE APPLICATION for Red Cedar Dharma Hall

The Red Cedar Dharma Hall, located at 1021 N. Forest St., Bellingham, WA 98225, is home to Red Cedar Zen Community (RCZC) and Bellingham Insight Meditation Society (BIMS). It is managed by RCZC, a non-profit organization, and made available for ongoing scheduled use by other groups devoted to mindfulness and compassion.

Meditation Hall dimensions: 42' x 33'. Seats 40 – 50 people; maximum legal capacity – 72. *Upstairs*: lobby, library, zendo, small meeting room, water cooler, 2 bathrooms. *Downstairs*: long table, small kitchen with stove, microwave, refrigerator, dishwasher, garbage, compost, trash cans; 1 bathroom; washer & dryer.

To apply for ongoing hourly use of the Dharma Hall, please complete this form and submit it to RCZC. Upon receipt, a RCZC representative will contact you to discuss and book your reservation.

COMMUNITY GROUP USE (for groups with unpaid facilitators, charging no fees but donating to RCZC): Community Group User agrees to collect donations from event participants and to directly forward donations to RCZC upon the event's conclusion. *Please note: Community Group users have lower scheduling priority than Regular Renters and can be "bumped" if RCZC or BIMS requires the Hall.*

REGULAR RENTAL (for groups charging admission, registration or class fees):

\$35/hour – For rental of the whole Dharma Hall (including downstairs kitchen)

\$25/hour – For rental of the upstairs only

\$150/day – For all day use by an ongoing or recurring group (e.g., for a retreat)

NOTE: For all hourly rentals, rent for partial hours is to be rounded up to the nearest half hour and included in the total rent paid.

RENTER/USER INFORMATION**APPLICATION DATE:** _____Please check one: **RENTER** _____**COMMUNITY GROUP** _____

Group Name: _____ Contact Person: _____

Email: _____ Phone: _____

Address:

Emergency Contact: Name: _____ Email: _____

Phone: _____ Relationship to Responsible Party: _____

EVENT INFORMATION:

Program Name/Purpose: _____

Requested Dates: _____ Hours (inclusive): _____

Email To: Rental Manager, c/o dharmahall@redcedarzen.org**Or Mail To:** Red Cedar Zen Community, P.O. Box 5193, Bellingham, WA 98227-5193**Or Deliver To:** Red Cedar Dharma Hall - Lobby Donation Slot - 1021 N. Forest Street, Bellingham, WA, 98225 – Attn: Rental Manager. Please make checks to: *Red Cedar Zen Community.***Questions?** Call (360) 312-7088