

Red Cedar Dharma Hall Daily/Hourly Rental Agreement
(for groups charging admission, registration or class fees)

1. INTRODUCTION: The Red Cedar Dharma Hall (hereinafter "Dharma Hall") is located at 1021 N. Forest Street, Bellingham, WA 98225. The Dharma Hall is managed by the Red Cedar Zen Community (hereinafter "RCZC"), a non-profit organization, and can be rented by groups or organizations devoted to mindfulness and compassion.

2. DEFINITION: This Rental Agreement is between RCZC and _____

(name of group or organization, hereinafter "Renter") and governs the rental of the Dharma Hall by

the Renter from _____ (date & time of start of rental)

to _____ (date & time of end of rental).

3. PREMISES: The RCZC agrees to rent **THE WHOLE** or the **UPSTAIRS ONLY (circle one)** of the Dharma Hall to the Renter subject to the terms and conditions of this agreement.

4. RENTAL RATES:

\$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 Regular Renter (e.g., for a retreat). A 20% deposit is required for full-day use. Deposit is non-refundable if Renter cancels 7 days or less prior to the event.

NOTE: For all Regular Rentals, rent for partial hours is to be rounded up to the nearest half hour and included in the total rent paid. *E.g.*, 2 hours, 20 minutes = \$25 + \$25 + \$12.50 = \$62.50 total rent.

Events are scheduled allowing a 15 minute buffer on both ends of the scheduled event for set-up and cleanup time so that previous and subsequent users have time to set up and clean up. Arrival and departure times to be agreed upon by RCZC and the Renter as follows:

ARRIVAL TIME: _____ DEPARTURE TIME: _____

5. PAYMENT: The Renter agrees to pay the **rate of \$ _____ per hour**. Rent for the first event of the series is to be paid in full **prior** to the event date of at the time (below) agreed to by RCZC and Renter. Subsequently, an arrangement can be made to pay on the day of the rental event.

PAYMENT DATES: _____

Initialed _____ (Renter) _____ (RCZC)

Please remit payment to: RCZC, Attn: Dharma Hall Rental Administration, P.O. Box 5193, Bellingham, WA 98227-5193, or drop it in the donation slot in the lobby of the Dharma Hall. Please clearly identify the Renter and indicate the rental date[s] associated with the payment.

6. NONREFUNDABLE DEPOSIT: For full day rentals by ongoing Renters (such as for a retreat) a 20% nonrefundable deposit will suffice to reserve the space. If the Renter cancels within seven days of the date of the scheduled rental, the deposit will be forfeited.

7. CANCELLATION: Failure to pay rent by the agreed upon due dates shall be grounds for RCZC to cancel this agreement. Renter may cancel this agreement by providing written notice to RCZC; cancellation is effective upon RCZC providing written confirmation of the cancellation.

8. DHARMA HALL PROPERTY: The Renter shall respect the Dharma Hall and all associated property within and without, and shall be responsible for any damage thereto or theft thereof that may occur as a result of the event. The Renter shall immediately repair any such damage to its original condition or be liable to the RCZC for the cost to repair or replace the damaged or stolen property and any other associated costs. The Renter shall not modify the Dharma Hall or anything permanently attached thereto. The Renter shall not use without prior permission or misuse Dharma Hall spiritual property, including, but not limited to, altars, incense, candles, cushions, bells, drums, and library contents. **To ensure building security, the Renter leader shall not share the door lock code provided by RCZC with group participants or any other individuals.**

9. INSURANCE: Any insurance of the Renter or an associated party applicable to a loss that occurs relating to the Renter's use of the Dharma Hall shall be primary and apply before any other insurance that might be carried by the RCZC or the Dharma Hall. If the Renter has insurance that may apply to the rental, the Renter is requested to list the RCZC and the Dharma Hall as additional insureds. By signing this agreement, the Renter acknowledges and accepts that the RCZC shall not provide the Renter with insurance coverage or legal protection of any kind with respect to the rental.

10. INDEMNITY: The Renter shall indemnify the RCZC or the Dharma Hall against any claims and damages, including any legal costs arising from the Renter's use of the Dharma Hall, its grounds, or any associated property. The Renter shall accept sole liability for the event or any liabilities associated thereto, including any liability related to the safety and welfare of an attendee. The Renter shall accept full liability for the actions of attendees should those actions result in any damages or claims against the RCZC or the Dharma Hall.

11. PERSONAL PROPERTY: Neither the Renter or any associated persons that visit the Dharma Hall during the rental shall leave behind any items within the Dharma Hall without written permission of the RCZC. In no case shall the RCZC be liable for any personal property lost by the Renter or any associated persons. Items left behind after the rental will be treated as lost and found in accordance with Dharma Hall policies.

12. MODIFICATION: Any modification of the terms of this agreement shall be in writing and signed by each party or is otherwise invalid. This agreement is made and shall be governed by the laws of the State of Washington.

13. CARE, CONDITION, AND OTHER CONSIDERATIONS: The renter shall diligently care for the condition of the Dharma Hall throughout the rental. Upon the conclusion of the rental, the Renter shall clean and reset the Dharma Hall, restoring it to at-least-as-good or better condition that it was found. The Renter shall read and review the latest version of the document "[Red Cedar Dharma Hall - Daily/Hourly Rental - Information & Policies](#)" prior to the date and time of the rental. By entering into this agreement, the Renter shall be bound to follow, mind, and uphold the "Policies, Rules, and Regulations" contained within that document, which are hereby expressly incorporated into this agreement.

14. CONTRACT RENEWAL: Contracts will be renewed at a minimum of twice a year. Continuing use of the Hall by Community Group Users and Regular Renters will be based on three conditions: 1) Users/Renters stay in good communication with RCZC (e.g., fill out and submit contractual documents, respond to emails or phone calls, and if needed, meet with Building Rental Manager, etc.), 2) Users/Renters follow the Rules and Regulations regarding use and conduct in the Hall, and 3) Users/Renters clean up and return the Hall to its original condition as described and illustrated in the document on *Rental Information*.

This contract will be reviewed for renewal in discussion with the Renter in ---

_____ (month/year). At that time any needed adjustments in the Agreement can be made and the contract renewed, or the contract can be concluded.

15. SUMMATION: The Renter hereby agrees to abide by the terms and conditions of this agreement; to be considerate of the Dharma Hall and associated grounds, buildings, and property, and to keep them in as good or better condition in which they were found; to maintain the security of the Dharma Hall and to keep unauthorized persons from entering or misusing the property within; and to remove any property brought into the Dharma Hall upon the conclusion of the rental.

AGREED TO AND ACCEPTED BY:

Print Group Name:

Print Responsible Party Name:

Responsible Party Signature: _____

Date: _____