

# RHA ROOM RENTAL REQUEST

Facility rentals include, use of flipcharts, dry erase boards, internet connection, and projector.

Please specify dates needed.

**Date/Day** (if possible list more than one)

**Time**

_____	_____
_____	_____

Hours Available: 8 a.m. – 5 p.m.

Half day is 4 hours, Full day is 9 hours

NAME: \_\_\_\_\_

ARE YOU A MEMBER?      NO \_\_\_\_\_      YES, ID \_\_\_\_\_

Contact Information:

Name/Company \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

## **RHA Room Rental Policies**

1. *Rental cancellation will be accepted without penalty if notification is given to RHA at least one (1) week in advance of the confirmed rental.*
2. *If less than one (1) week cancellation notice is given, a \$20 per rental day cancellation fee will be assessed.*
3. *If no cancellation notice is given before scheduled date the full rental fee is due and payable.*
4. *If room is not left in original condition (chair & table set up, excessive trash, stains on carpet, etc.) a cleaning and/or setup fee of \$25 per hour will be charged based on conditions.*
5. *RHA equipment are to be left in the condition found and contract signee is responsible for all damages incurred.*
6. *RHA is not responsible for any lost or stolen items.*
7. *Renter agrees to hold RHA harmless for any and all possible liability as a result of rental.*

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PAYMENT VISA** \_\_\_\_\_ **MC** \_\_\_\_\_ **NUMBER** \_\_\_\_\_ **EXP.** \_\_\_\_\_

**To request a room rental, please call, fax this form, email or visit our website.**

529 Warren Avenue N, Seattle WA 98109.

206-283-0816 phone – 206-286-9461 fax – hclausen @rha-ps.com – www.rha-ps.com

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