



916 NE 65th Street. Seattle WA 98115 206-267-0863 www.dreamclinic.com

CLASSROOM RENTAL AGREEMENT

CONTACT INFORMATION

Name _____ Title _____

Company/Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

RENTAL POLICY - Our rates apply to the amount of time the classroom is reserved specifically for your event (class, seminar, meeting, etc.). In addition, you are allotted a half-hour at the conclusion of each event to allow for cleanup and changeover from one event to the next.

RENTAL RATES

Room Rental	1-3 Hours	Half Day 4-7 hours	Full Day 8 or more hours
Rate	\$45/hour	\$40/hour	\$35/hour

Reservations - Reservations are made once we receive your completed rental agreement and deposit. Once an event is reserved, Dreamclinic has the right to change space availability up to 60 days prior to a reserved event time.

Payment Schedule and Rental Deposit - Payments for one-time events will be made on the first day of the reservation. Payments for recurring monthly events will be charged to the credit card on file on the first, or agreed upon, day of the month. A \$100 non-refundable deposit is required for reservations of 8 or more hours.

AVAILABLE RENTAL HOURS

<i>Monday – Saturday</i>	<i>Sunday</i>
9am – 9pm	10am - 6pm

RESPONSIBILITY OF THE RENTER - The classroom space must be left in a condition ready for use by the next event or renter, which means:

- Remove all props, signs, equipment, and supplies that you have brought for your event.
- All equipment supplied by Dreamclinic must be returned to the storage area.
- Tables should be wiped clean and floor should be swept of debris and mopped if necessary.
- Remove all trash and perform any other clean-up necessary (regardless of the state in which you found the rented space prior to your event). Cleaning supplies are in the storage area.
- Respect that the bathrooms and kitchenette are a shared space. Please keep these areas tidy if you or your group makes use of them.
- Do not move or remove any other furniture or equipment found in building or adjacent rooms unless arrangements have been made with Dreamclinic staff.
- Please leave the classroom door open and lights off upon leaving.



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LOSS OR DAMAGE TO FACILITY OR EQUIPMENT –

If there is any damage to or loss of Dreamclinic property attributable to your use of rental space, you, the renter, will be held responsible and agree to compensate Dreamclinic for the cost of repair or replacement of the property. Dreamclinic assumes no liability for loss by any cause, including, but not limited to, theft or damage, to any equipment, furnishings, or other personal property belonging to the renters or to their, employees, agents, or invitees.

FACILITY EQUIPMENT –

The rental space at Dreamclinic is equipped with folding tables, folding chairs, projector and screen, a dry erase board and markers. There is a small kitchenette with a microwave, sink, and a small refrigerator, along with two bathrooms. Wireless Internet is also available, upon request. Contact your rental coordinator if you require additional items or have questions about bringing your own equipment.

PARKING/TRANSPORTATION –

Dreamclinic is two blocks east of a Park and Ride (under I-5 overpass) and there is ample parking in the surrounding neighborhood. The Dreamclinic parking lot is reserved for clinic massage clients only.

RESTRICTIONS

The use of the space must coincide with agreed upon event description as outlined in the rental agreement.

Rental is limited to the agreed upon space. Dreamclinic lobby (including water cooler, cups, tea, etc.) and front desk staff (aside from directing participants to classroom) are not included.

No bicycles are allowed inside the building. Bike racks are located outside in the front of the building.

No pets, except licensed service animals, are allowed inside the building.

No drug use or smoking of any kind tolerated on premises or within 25 feet of the building.

Disparaging remarks or any type of disorderly conduct will not be tolerated and will be cause for immediate expulsion. In such cases no refund of the rental fee shall be made.

NOISE

Renter acknowledges that the premises are located near massage and acupuncture treatment rooms and therefore agrees to control the noise level at the event such that it does not disturb clinic occupants.

Renter agrees to respect the treatment rooms in use. The volume of noise should be kept at a conversation level at all times. In the event that renter's event creates a disturbance due to high noise volume, front desk staff or management may notify and renter shall immediately reduce the volume.

If repeated disturbances are created, at Dreamclinic discretion, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the rental fee will be refunded.

CANCELLATION POLICY

If you need to cancel your rental reservation we ask for as much notice as possible to provide opportunity for another party to use the space. Cancellation notice of less than 14 days will not receive a deposit refund.

***Some policies stated in this agreement are open to negotiation with your rental coordinator. Any special arrangements should be listed on the following page as such.**



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RENTAL INFORMATION

Brief Description of Event:

Equipment Required:

Date(s) and Times Requested:

Special Policy Accommodations Request: (Leave blank if not applicable. Not approved until listed staff portion.)

RESERVATION INFORMATION

Card Holder Name (PRINTED): _____

Card #: _____ Expiration: _____ CCV: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

I agree to the following terms, conditions, and payments stated above.

Signature: _____ Date: _____

TO BE COMPLETED BY DREAMCLINIC STAFF ONLY

Hourly Rate: _____ Total Number of Hours Renting: _____

Deposit: _____ Rental Total: _____ Per one-time
 week
 month

Agreed Upon Charging Date: _____
(if blank, then the first of the month)

Special Policy Accommodations:
