



Every one. All ways.

EVENT LIBRARY
NON-PROFIT RENTAL POLICIES, SPECIAL RATES, AND CONTRACT

I. Qualifying non-profits

- A. 501(c)3, have 501(c)3 fiscal agent, public school, non-profit church or religious organization (proof of status may be required)
- B. Based in our West Marin service area

II. Rates

- A. 50% off full rate for items returned clean. Clean means in condition to be rented to the next customer – no dried food, streaks, fingerprints, grease. Applies to:
Dishes, flatware, serving items, trash receptacles, bins, etc.
- B. No discount on:
Glassware, linens, tables, chairs, or other items returned dirty.
- C. No charge (except for glassware and linens) for free events open to the community (no admission, no sales, no fundraising, etc.)

III. Other terms and conditions

- A. Sign contract (see below)
- B. 20% deposit due at time of booking in order to reserve items. **Deposit will be forfeited in the event of cancelation within four days prior to the pickup date**
- C. Linen orders canceled after Tuesday before the event must be fully paid. **\$10.00 delivery charge for linens.**
- D. Pay remainder owed when items are picked up.
- E. If items are not returned clean, organization will pay the full non-discounted rental price for the items.
- F. If tables are not returned clean a \$2 fee per table will be charged. If chairs are not returned clean a \$1 fee per chair will be charged.
- G. Organization is responsible for payment for items not returned or returned damaged or unusable.
- H. Rentals are for two days on weekdays and three days for weekends. A 20% fee will be charged on orders returned late, based on full rental price.

CONTRACT: I have read the above polices regarding non-profit use of WMCS Event Library supplies and equipment. I agree to the terms and certify that _____ is a 501(c)3, has a 501(c)3 fiscal agent, or is a public school, non-profit church or religious organization based in West Marin (proof of status may be required).

I understand that to qualify for the discount, all items (except glassware, no discount) must be returned clean. This agreement is valid for future use of the WMCS Event Library.

Name	Title	Date

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