

**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.
  - Tables, chairs
- B. No discount on
  - Glassware
  - Other items returned dirty
- C. No charge (except for glassware) 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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