



IMAA 3925 S. Bozeman ST, Seattle, WA 98118 | Email: [imaa.sseattle@imaa-seattle.org](mailto:imaa.sseattle@imaa-seattle.org)

## IMAA Facility Rental Application & Agreement

The Iu-Mien American Association (IMAA) reserves the right, at its sole discretion, to accept or deny any application for use of its facility or grounds.

IMAA also reserves the right to enter the premises during the rental period for inspection or emergency purposes.

This Application/Agreement is not binding or enforceable until it has been reviewed, approved, and fully executed by both parties (Renter and IMAA).

This Rental Agreement is made on the \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_, between the Iu-Mien American Association and:

\_\_\_\_\_, representing  self or  organization  
(hereinafter referred to as "Renter").

Rental Date Requested:

From: \_\_\_\_\_  
MM/DD/YYYY

TO: \_\_\_\_\_  
MM/DD/YYYY

Purpose of use: \_\_\_\_\_.

### RATES | FEES | DEPOSITS | TERMS & CONDITIONS

1. See attached Exhibit A for Full Fee Schedule
2. Refundable Reservation/Security Deposit: \$200 (required for all Hall/Gazebo rentals)
3. Rental Fee: \_\_\_\_\_
4. Kitchen Use Fee (if applicable): \_\_\_\_\_
5. The reservation/security deposit is due and payable immediately upon execution of the rental application/agreement.
6. The full rental fee is due and payable no later than 14 days prior to the scheduled event date.
7. For events scheduled within 14 days of execution of this application/agreement, the full rental fee is due and payable immediately upon execution.



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8. The reservation/security deposit will be returned after inspection confirms the facility is free of damage and debris.
9. Any cancellation made within fourteen (14) days of the scheduled rental date will result in **forfeiture of one hundred percent (100%) of the reservation/security deposit.**
10. Non-Assignment  
This Rental Agreement is personal to the Renter and may not be assigned or transferred to any other individual or entity under any circumstances.
11. Responsibility for Damages  
The Renter shall be fully responsible and liable for any and all damage to the property, facilities, furnishings, or equipment occurring during the rental period. Payment for all assessed damages must be paid in full within fourteen (14) days of receipt of the damage report issued by IMAA.
12. Setup, Cleanup, and Waste Disposal  
The Renter is solely responsible for all event setup, cleanup, and the proper disposal of all garbage and debris generated during the rental period. All waste must be removed from the premises by the Renter at the Renter's sole expense.
13. Cleaning Deadline  
All rented areas of the community center must be thoroughly cleaned no later than 12:00 noon on the day following the event, unless otherwise agreed to in writing. Cleaning must be completed before the next renter takes possession of the facility.
14. Conduct and Supervision  
The Renter assumes sole responsibility for the conduct, behavior, and supervision of all individuals entering the premises during the term of this Agreement.
15. Alcohol Responsibility and Indemnification  
If alcoholic beverages are served, the Renter assumes full and exclusive responsibility and liability for compliance with all applicable federal, Washington State, and City of Seattle laws and regulations. The Renter agrees to indemnify, defend, and hold harmless IMAA from any claims, damages, injuries, or incidents arising from the service or consumption of alcohol.
16. Alcohol Age Restriction  
The service or consumption of alcoholic beverages by any person under the age of twenty-one (21) is strictly prohibited on the IMAA premises.
17. Illegal Gambling Prohibited  
All forms of illegal gambling are strictly prohibited on the IMAA premises in accordance with Washington State law.
18. Lost or Stolen Property  
IMAA assumes no responsibility or liability for any lost, stolen, or damaged personal property belonging to the Renter or event attendees.
19. Decorations and Setup Restrictions  
Event decorating and setup are permitted the evening prior to the event for daily rentals and one (1) hour prior for hourly rentals. No nails, pins, staples, or adhesives may be used on walls or surfaces. Painter's tape only is permitted and must be completely removed during cleanup.



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**20. Furniture and Equipment**

No furniture, fixtures, or equipment may be removed from the building at any time unless prior written authorization has been granted by IMAA.

**21. Hours of Use and Noise Control**

Hall usage must end no later than 10:00 PM. To comply with City of Seattle noise regulations and to respect the surrounding residential neighborhood, all doors must remain closed beginning at 9:00 PM, and noise levels must be reduced accordingly.

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**ACKNOWLEDGMENT****RENTER:**

I acknowledge that I have read and agree to all terms and conditions of this agreement.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Printed Name : \_\_\_\_\_

Organization & Title (if applicable): \_\_\_\_\_

Cell Phone : \_\_\_\_\_

Email: \_\_\_\_\_

**IMAA:**

This Application/Agreement has been reviewed and approved by IMAA.

Subject to the terms and conditions of this Agreement, IMAA grants the Renter a limited, revocable license to use the community center on the following date(s):

From: \_\_\_\_\_ TO: \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

IMAA Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



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Title: \_\_\_\_\_

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## EXHIBIT A

### Rental Fee/Deposit Schedule

#### **Hall w/Gazebo (Building 2, Newer Building)**

##### Daily Rental:

- Available daily, 8:00 AM–10:00 PM
- Security Deposit: \$200
- Rate: \$800

##### Hourly Rental:

- Available daily, 8:00 AM–10:00 PM
- Friday–Sunday: \$75/hourly rate
  - Minimum 2 hours
  - 5+ hours considered a daily rental.
- Monday–Thursday: \$50/hourly rate
  - 5+ hours considered a daily rental.
  - Minimum 2 hours | Maximum 5 hours
- Kitchen Use Fee of \$50/hour applicable to all hourly rentals.

#### **Classroom, Rehearsal, Art Studio & Office Space (Building 1)**

- No security deposit required
- Hourly Rate: \$20
- Minimum 2 hours | Maximum 5 hours
- Discounted rates are available for recurring events at the IMAA Facility. Reach out to us to discuss your schedule and receive a custom quote.