

IU-Mien American Association

3925 South Bozeman Street

Seattle, WA 98118

Email: imaaseattle@gmail.com

Hello Renter,

Thank you for choosing IMAA Community Center to host your special event, we are grateful for your support. Your support will help the community continue to maintain and provide services for many others.

You will be making a deposit of \$200 to secure the date and the rental fee of \$800 will be due in full, seven days prior to your event date. The \$200 will be returned to you the following day after the inspection clears that there is no damage, and no extra cleaning needs to be done by the center staff.

Forms of payment:

Zelled to Jennifer.saechao@imaa-seattle.org

Checks written out to IMAA or Iu Mien American Association

Cash or other form of payments needed – will need to be arranged with property manager.

With the rental, you will have access to the kitchen, tables and chairs, coolers, and, outside court area. If there are any other needs, please feel free to ask, we may have it in stock for a small rental fee.

Please remember to make sure all amenities are turned off, clean up, mop, and remove trash from premises. Unfortunately, currently we do not offer waste removal or a garbage container, as this is something we are hoping to provide in the future.

If you have any questions, feel free to call or text me.

Thank you for your support.

Nancy Saeteurn

Co-Chair President | Rental Coordinator

206-209-6283 | Nancy.saeteurn@imaa-seattle.org

CHECK LIST:

KITCHEN

| | | |
|--|--|---|
| <input type="checkbox"/> GAS STOVE OFF | <input type="checkbox"/> SINKS | <input type="checkbox"/> COUNTERS WIPED |
| <input type="checkbox"/> MICROWAVE | <input type="checkbox"/> REFRIDGERATOR | <input type="checkbox"/> PANS |
| <input type="checkbox"/> LIGHTS OFF | <input type="checkbox"/> ICE MACHINE OFF | <input type="checkbox"/> |

DINING

| | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> TABLES | <input type="checkbox"/> CHAIRS | <input type="checkbox"/> SWEEP FLOORS |
| <input type="checkbox"/> MOP FLOORS <input type="checkbox"/> MOP WATER DISPOSED | <input type="checkbox"/> DECORATIONS REMOVED | <input type="checkbox"/> LIGHTS OFF |

BATHROOMS

| | | |
|---------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> TOILETS | <input type="checkbox"/> SINKS | <input type="checkbox"/> TRASH REMOVED |
| <input type="checkbox"/> SWEEP FLOORS | <input type="checkbox"/> MOP FLOORS | <input type="checkbox"/> LIGHTS OFF |

COURTYARD/ SIDE

| | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> PICK-UP TRASH | <input type="checkbox"/> REMOVE TRASH | <input type="checkbox"/> LIGHTS OFF |
| <input type="checkbox"/> IF WATER HOSE IS USED, PLEASE TURN OFF WATER AFTER EVER USE. | <input type="checkbox"/> COOLERS | <input type="checkbox"/> GAZEBO (no for use at the moment) |
| | | |

Please make sure the following are turned off, wiped down, put away, food removed, and trash taken out. PLEASE DO NOT DUMP LEFT OVER FOOD/ WASTE AROUND THE SURROUNDING AREAS.