

WECU FERNDALÉ EDUCATION CENTER USER AGREEMENT
5659 BARRETT ROAD, FERNDALÉ, WA 98248

WECU offers, free of charge, our Education Center to local nonprofit organizations. Our not-for-profit, cooperative credit union is proud to support your work. **Please treat the facility with care and respect.** Use qualifications:

- The Ferndale Education Center is available for use 8 am until 10 pm 7 days a week.
- Reservations are booked on a first-ask, first-served basis.
- In order to serve as many groups as possible, we allow one use per group in any 30-day period.
- WECU is unable to book a series of recurring events.
- We do not loan the facility for “private” use, such as anniversaries, birthday parties, wedding receptions, etc.
- **Meetings are not open to the public and are not to be advertised as such.**
- **Possession of the key does not permit entrance during any time other than that reserved.** Other groups may have reserved the facility prior or shortly after.
- Sales or collection of fees is prohibited.
- We reserve the right to turn down reservation requests from groups or organizations which could create controversy or friction among WECU members.
- Animals (other than Service Animals) are not allowed inside the building.
- If, upon entering or during use of the building, you find any offending conditions, faulty systems, or damaged furnishings, please include a note bringing it to our attention when you return the key.
- Do not put pins or tape in or on any of the walls.
- **Any misuse will be recorded and prohibit further use and the user may be held liable for damage.**
- **During business hours it is required that Education Center users do not park in the first three rows nearest to the entrance.** Those requiring handicapped parking are exempt from this requirement.
 - 35 spaces are available during business hours; please park at the back of the lot in order to leave the spaces closest to our building available to our members who are transacting business.
 - 60 spaces are available after business hours, including weekends.

Features: 114 persons max by law • tables (15 rectangular) and chairs (100 meeting-style formed plastic) • restrooms • on-site parking • ADA-compliant • projection screen and projector • WIFI • kitchenette with refrigerator, microwave, sink and instant hot water tap • **PLEASE NOTE: WECU is no longer able to provide coffee, tea, condiments or cups**

WECU WIFI and technology resources:

- Although it is WECU’s intent to provide Wi-Fi for Ed Center users, it cannot be guaranteed.
- Please note, WECU is unable to provide technical support; please plan to provide any tech support you may need for your event.
- Please use WECU’s Guest network and accept terms and conditions.

For WECU use only:

Key #____ delivered on _____ Key #____ returned on _____

Building condition: ☐ good ☐ problems _____

Ferndale Education Center Use Agreement

Date of Use: _____ Time in: _____ Time out: _____

I/We will hold WECU harmless for the loss or damage of any item left on WECU premises.

I/We have received one key, to be returned to WECU as specified in this document. I/We understand there is a \$300.00 fee for a non-returned key. I/We understand there will be a \$50 fee if the facility is not left in a clean state.

Please sign and date below, and leave this contract with WECU's Ferndale Branch staff.

Name _____

Organization _____

Phone: (Day) _____

Email: _____

Signature: _____

Date: _____

USER CHECKLIST (CHECK BOX AFTER COMPLETION)

- ☐ After booking it is the user's responsibility to pick up the key during WECU business hours at Ferndale Branch
- ☐ Do not leave the foyer entrance doors open/unlocked after business hours.

After your meeting, please:

- ☐ Wipe the counters, refrigerator, microwave and any tables and chairs.
- ☐ Put away all chairs and tables.
- ☐ Turn off the coffee maker (but leave plugged in.) Empty coffee filter and rinse out both the coffee pot and the filter basket.
- ☐ Vacuum the carpet.
- ☐ Empty all trash in the SSC bins located outside the rear door, near the drive-up exit lane.
- ☐ Raise the blinds to their fully open positions.
- ☐ Turn out the lights (Note: the lights in the closet will turn off automatically).
- ☐ Turn the heat back to 68 degrees.
- ☐ Lock/secure all 3 (sets of) doors: rear door; two front doors leading into Ed Center; and front doors leading into Ferndale's foyer.
- ☐ Return key, in the envelope provided, to WECU's night drop at Ferndale.

In the event of a facility emergency please notify Ferndale Branch staff. After 7 pm in the event of a facility emergency (i.e. potential damages to the facility), call 360-303-1269 for Kimberly Tucker, 360-933-4645 for Mellissa Bass, 360-930-9833 for Zach Melland or 360-941-8233 for Rick Kohanski. Please limit phone calls to emergencies as described here.