

**WECU HOLLY ST. EDUCATION CENTER USER AGREEMENT
511 EAST HOLLY ST, BELLINGHAM, WA 98225**

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 Holly 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 fob 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 are prohibited.
- Animals (other than Service Animals) are not allowed inside the building.
- We reserve the right to turn down reservation requests from groups or organizations which could create controversy or friction among WECU members.
- 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 fob.
- Utilize grey textured tack boards affixed to the facility's wall for taping and using tacks. Do not put pins or tape on any of the bare walls.
- **Any misuse will be recorded and prohibit further use and the user may be held liable for damage.**

Features: 84 persons maximum by law • ADA-compliant • onsite parking for 30 cars • restrooms • Tables: 20 rectangular • 50 meeting-style formed plastic chairs • white board and pens • projection screen and projector • kitchenette with refrigerator, sink, microwave, instant hot water dispenser • **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.

Holly St Education Center Use Agreement (Please sign and leave with Home Loan Center Receptionist)

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 fob, to return to WECU as specified within this document. I/We understand there is a \$300.00 fee for a non-returned fob. 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 receptionist:

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 fob during WECU business hours at our Home Loan Center (516 E. Holly St.).
- For fob access utilize the Education Center's rear entrance.

After your meeting, please

- Return tables and chairs to their original locations.
- Temperature Control - see the instructions posted near the thermostat.
- Vacuum the carpet if necessary.
- Clean kitchenette and empty trash bins. If waste does not fit in provided waste bins it is the user's responsibility to properly dispose of the waste off premise.
- Raise blinds and shades to their fully open positions.
- Turn bathroom lights off. Leave bathroom doors open.
- Leave door into hallway open.
- Turn out lights. The security and kitchen lights cannot be turned off.
- Lock double doors. Make sure both upper and lower pins are engaged in door casing. Exit using the rear entrance.
- During business hours return fob to Home Loan Center. After business hours place fob in envelop and use the Night Drop located on 600 E Holly Street (next to ATM). Envelops are available in Night Drop.

In the event of a *facility emergency* please notify 360-941-8233 for Rick Kohanski. *After 6 pm and on weekends in the event of an emergency (i.e. potential damages to the facility)*, call 360-224-2026 for Andy Ram or 360-441-0540 for Nathan Spalding. Please limit phone calls to emergencies as described here.

For WECU use only:

Fob # _____ delivered on _____ Fob # _____ returned on _____