



seekerschurch.org

Seekers Church

Creative • Inclusive • Working for Peace & Justice

276 Carroll St., NW, Washington, DC 20012 • 202.829.9882 • space@seekerschurch.org

General Understandings for Building Use

1. Limits of Use

Use of the building is limited to the space(s) reserved and the purpose stated in this agreement. "Full-day" (daytime) use must be completed by 5:30 p.m., unless otherwise agreed.

2. Alcohol and Smoking

No alcoholic beverages may be served or consumed in the building without the written consent of Seekers Church and, if applicable, a temporary permit from the District of Columbia. (See http://www.seekerschurch.org/images/stories/-sharespace/Seekers_Church_Alcohol_Use_Policy.pdf) Smoking is not permitted inside the building or on the porches.

3. Cleanup

Those reserving and using space at Seeker Church ("Users") are responsible for cleaning up after using the building. This includes returning all tables, chairs, and other furnishings to the arrangement in which they were found. Users must clean up any papers, food, beverages, and other items and sweep or vacuum the floor, if necessary. All trash must be bagged, tied, and placed in the trash cans in the driveway. If the kitchen and dining areas have been used, users are responsible for cleaning these areas in accordance with the written directions posted in the kitchen.

4. Deposit and Damage

A deposit equal to 50% of the Rate for Use of Space for the spaces reserved by users, with a minimum of \$50, is required to confirm this Agreement, unless otherwise agreed by Seekers Church. After inspection of the rooms following use, Seekers Church will refund the deposit, minus any charges to cover cleaning or repairing the premises required as a result of the use. Unless otherwise agreed, any refund due will be sent to the user at the address provided in the agreement. To reserve a

space, please return page 1 of this agreement with your deposit to Seekers Church.

The use of push pins or tape other than painters tape is not allowed on any wall in the building. Any damage done to the building or its contents and/or the costs of cleaning required as a result of the actions of users or their guests will be charged to users.

5. Cancellation

Anyone who has reserved space should notify Seekers Church in writing of cancellation as soon as possible. Cancellation with less than one week's notice will result in the forfeiture of the deposit.

6. Advertising

Seekers Church will not advertise your event, and rental does not imply endorsement by Seekers Church. If you provide a letter-size flier for your event we will post it in the front window as a courtesy.

7. Priority of Use

Seekers Church reserves the right to preempt any space necessary for its own ministries or use by its members. Seekers Church will make every effort in this case to provide ample notice, generally three months.

8. Covid-19 Precautions

Seekers Church takes Covid-19 precautions very seriously and expects users to follow the recommendations of the Centers for Disease Control and Prevention ("CDC") and other applicable rules, guidelines and regulations issued by the District of Columbia and Federal agencies relating to public safety and Covid-19 ("governmental directives"). As conditions change, this could result in the need to again close our building on short notice. You must ensure and enforce safety, hand-washing, social distancing, mask wearing, and any other applicable requirements of

General Understandings Page 2

governmental directives, and you agree to indemnify and hold Seekers Church harmless from any failure to do so.

Seekers Church is only open to those who are not sick with Covid-19. Anyone who has symptoms is not permitted in the building; those who have recovered from Covid-19 should not enter until 2 weeks after full recovery. Users are solely responsible for appropriately screening all guests to ensure safety from Covid-19. In addition, anyone who is not fully vaccinated is required to wear a mask at all times while inside the building.

Seekers Church is professionally cleaned at least twice a week. Users and their guests agree to use the building on an “as is” basis. Users are encouraged when arriving at the building to wipe down with sanitizer the high-touch areas in the room(s) you will be in, as well as the restrooms and other common areas that you will use. High-touch areas include door handles, light switches, faucets, table or counter tops, and the like. As a courtesy, please wipe down the areas you touched at the end of your use as well.

9. Room Setup and Accessibility

Seekers Church will set up (or remove) tables and/or chairs for your event if you provide specific instructions at least two weeks before your event. A setup fee of \$25 will apply. Seekers Church is wheelchair-accessible.

10. Hold Harmless

By signing this agreement, you agree to hold harmless Seekers Church from any or all claims arising from your use of the building and any conduct you allow to occur, and agree to defend Seekers Church from all such claims.

11. Parking

There are nine spaces in the Seekers Church parking lot. Unless otherwise agreed, parking in the lot is first come, first served.

Parking is permitted in marked spaces only, and never against the fence or building. Double parking is prohibited. Vehicles leaving the lot must yield right of way to those entering the lot. Parking is NOT permitted in the lot of any neighboring business. You are responsible for your guests' compliance with these rules.

There is metered parking on the surrounding streets and in the Takoma Metro lot. Metro parking is free on weekends. For more information, see the Metro website.

12. Building Access and Security

Access to the building is controlled by a security system that is linked to a security monitoring company. Before your event begins we will provide you with a special access code for the part of the building you are using, along with detailed instructions on using it. Make sure you have read the instructions carefully and have a current access code to open the doors and turn off the alarm system BEFORE you begin your event.

USERS ARE RESPONSIBLE FOR KEEPING THE OUTSIDE DOORS SECURED AND LOCKED AT ALL TIMES. DOORS MAY NOT BE PROPPED OPEN. A FEE OF \$50 WILL BE ASSESSED FOR EACH VIOLATION OF THIS RULE. Make necessary arrangements to station someone at a door to admit your guests or participants, including latecomers. Please do not admit anyone you do not know. Note, however, that diverse members of Seekers Church may come and go during your time in the building. They will do their best not to disturb you.

Please provide Seekers Church with the cell phone number of someone who will be attending your event. This cell phone should be left on during your event in case Seekers Church needs to reach you.