



Issaquah Salmon Hatchery
Watershed Science Center Rental Application and Agreement
Managed by the Friends of the Issaquah Salmon Hatchery (FISH)
A Non-Profit Organization in Support of Salmon Education & Watershed Stewardship

Name:		Organization:	
Address:			
Day telephone:		Evening telephone:	
E-mail address:			
Date(s) requested:	Time in:*	Time out:*	
*Includes setup and cleanup time.			
Type of activity:		Approx. attendance- maximum capacity 60:	

Fees:

Non-FISH Members: \$95/hour, 2-hour minimum.	FISH Sockeye Tier Members:* \$75/hour, 2-hour minimum. To obtain a FISH sockeye membership, please fill in a membership form available at http://www.issaquahfish.org/get-involved/become-a-fish-member/ FISH Member? Please give member's name:
Damage deposit: \$150 for the security, damage, cleaning and key deposit, refundable after facility has been inspected after event and return of the key, if applicable. Failure to complete all items on the cleanup list (Item #9, see below) can result in forfeiture of all or part of the security deposit. Security deposit may not be applied toward rental of facility. This is a separate item from the rental. Add-on options, staff cleaning (\$75.00), hybrid video cart use (\$50) are added during time of rental.	

Rules for Use of the Watershed Science Center (WSC)

1. This form, signed and dated by the party renting the facility, must be returned with rental payment and security deposit at least one week prior to the rental date. Payment may be in cash, by check or through PayPal (including applicable fees).
2. Upon return of this signed agreement with payment (and all checks have cleared the bank), the renting party will be provided instructions for accessing the facility.
3. FISH retains the right to deny or terminate use of the facility in the event that the proposed or actual activity runs contrary to the mission of supporting salmon education, watershed stewardship and/or promotion of the Issaquah Salmon Hatchery, as determined in the sole discretion of FISH. The facility is not available for use contrary to the mission described in this paragraph.
4. This is a non-alcohol venue; no alcohol may be served in the WSC or on hatchery grounds.

5. This is a NO SMOKING facility; no smoking or vaping of any other substance is allowed in the WSC.
6. No tape, nails, glue, pins or paint of any type can be used for decorating or any other purpose in the WSC. Please use putty/clay-type material that will not take the paint off the walls (not supplied).
7. The telephone is the FISH office line; please do not answer or dial out -- it is for emergency use only.
8. Equipment, fixtures and/or furniture cannot be removed from the WSC.
9. **Follow this cleanup list when finished using the WSC:**
 - A. Wipe down and stack tables and chairs as you found them on their associated carts.
NOTE: Tables stack "top-to-top" and "bottom-to-bottom."
 - B. Clean counter tops.
 - C. Sweep and/or vacuum floor if any spills or materials have accumulated on floor.
 - D. Take trash and recycling to dumpsters and bins located next to the garage/shop on the north side of the hatchery grounds (by parking lot).
 - E. Check that all windows are locked shut.
 - F. Make sure that the side door (near dry erase board) is fully shut.
 - G. Turn off all lights. Switches are located by the coat closet, to the left of the dry erase board, to the right of the counter top (by the kitchen), in the hallway and in the bathrooms.
 - H. **Lock all doors, return key to key box, put latch in "up" or locked position.**
10. Upon satisfactory inspection of the facility following use, FISH will return the security deposit to the renter **within 14 days**. The renter may direct FISH to destroy the security deposit.
11. **If light cleaning* by staff is required after rental use, FISH will deduct \$100 from deposit.**
12. **An additional \$50 will be deducted from deposit if door is found unlocked after rental use. Please remember to lock after you leave!**
13. **If you are using the hybrid AV cart, please remember your cables.**
14. **No glitter or confetti use on the property.**

***NOTE: Brooms, mops, vacuum, some cleaning supplies, toilet paper and paper towels can be found in the closet at the end of the hall. Trash bags and some cleaning supplies can be found under the island sink. Light cleaning is defined as an hour or less of staff time. Please leave video AV as is.**

LIABILITY STATEMENT:

By signing this Rental Application and Rules, the Renter agrees to assume full responsibility and legal liability for the above-described event and for the acts or omissions of those in attendance at such event. The Renter further agrees that all in attendance at such event shall abide by all Rules and Regulations promulgated by FISH or otherwise applicable at this facility. Additionally, the Renter agrees to indemnify, defend and hold harmless the Friends of the Issaquah Salmon Hatchery (FISH) and the Washington State Department of Fish & Wildlife from and against any and all claims for bodily injury or property damages that may in any manner arise out of the use of the facility or the execution of this Agreement. Failure to comply with any or all of the above stated rules shall result in the retention by FISH of the full security and damage deposit. Any cost to repair physical damage to the building in excess of the security and damage deposit shall be the sole responsibility of the Renter. In the event that litigation is filed to enforce any term of this Agreement, the prevailing party shall be entitled to an award of all court costs, attorney fees, and expert witness fees.

Signature of Renter _____ Date: _____

Please email completed form to: execdir@issaquahfish.org

Watershed Science Center at the Issaquah Salmon Hatchery
125 W. Sunset Way, Issaquah, WA 98027.

Message/WSC Scheduling: FISH Office: (425) 392-1118.

Washington State Department of Fish & Wildlife Hatchery Office: (425) 391-9094.