



# WAYFINDING ACADEMY

## Policies

**Deposit/rental fees:** After submitting this form, Wayfinding Academy will review your request. We will notify you within 5 business days if we are able to accommodate your request. Once you've received confirmation that we can host your event, the dates and times requested can be reserved with a 50% deposit.

This 50% deposit is refundable up to 2 months (60 days) before your event. If you cancel between 1-2 months (30-60 days) before the event the deposit is 50% refundable. If you cancel with less than a month (30 days), the deposit is nonrefundable. This is because we often have other requests to book our space that we turn down based on your use.

We also require a \$200 cleaning deposit (more information below). The balance of your cost is due within one week following the end of the event.

**Liability:** The renter agrees to indemnify, defend, and hold Wayfinding Academy, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of Wayfinding Academy. In the event Wayfinding Academy, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay Wayfinding Academy, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by Wayfinding Academy, including all collection expenses and interest due.

**Kitchen Policy:** Wayfinding Academy's kitchen is production space and is to be used for food presentation and bussing as well as for water (there is no drinking fountain in the building). Please note that Wayfinding Academy does not provide dishes, glassware, pots, pans, knives or utensils for rent (Wayfinding Academy students and crew do use the kitchen in a limited capacity during normal business hours). There is no cooking in the kitchen and the stove/oven is not for use. The kitchen will be provided in a clean condition and the space should be returned to a clean condition following your event.

**Conduct:** There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times.

**Site Decoration:** Wayfinding Academy wants to make every event here a special and welcoming experience. Therefore every effort will be made to allow renter to prepare decorations reflecting their creative requirements. However, we request that no nails, screws, staples or penetrating items be used on our walls. Any tape or gummed backing materials must be properly removed and in an extreme case of any wall damage, the renter will be responsible for repair.

**City, County, State and Federal Laws:** Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner and following all OLCC rules and guidelines.

**Cleaning and setup/teardown:**

Wayfinding agrees to provide the space rented in a clean manner before the rental begins. This means floors mopped and/or vacuumed, bathrooms clean and stocked with toilet paper and soap, rooms free of excess items, folding chairs stacked in the Navigation Hall ready for use if applicable, and other items provided (such as linens and tables) if discussed. Renters agree to move furniture out and back if they want to use things or rearrange things.

The renter will do/provide any setup for the event (including setting the tables and chairs up, placing linens on tables, etc), set up of any decorations, and cleaning and closing up the building after use including:

- Putting away all folding chairs
- Returning tables, chairs, and other items to wherever you found them
- Cleaning up decorations
- Mopping (or spot cleaning spills) and/or vacuuming rooms used if necessary
- Generally leaving the space as you found it
- Locking up building at the end up the rental in accordance to the instructions provided
- Paying for any damages to the building (ex: broken items)

Renters will pay a **\$200 cleaning deposit** with their deposit. This deposit will be returned within one week of the rental.

If the renter does not clean the building as described above, they may be charged up to \$500 + the full cost of any damages incurred at Wayfinding's discretion. Alternatively, they may opt out of the cleaning (*except* for paying the cost of damages incurred) and pay Wayfinding \$500 upfront to take of all cleaning.