



1208 S. 10th St.
Tacoma, WA 98405
(253) 572-7717
www.micentrowa.org

FACILITIES RENTAL AGREEMENT

Name Person/Group Booking Event: _____

Name of Contact Person (if different from above): _____

Address _____ City _____ State _____ Zip Code _____

Phone _____ Email _____

Type of Function: _____

Date Requested: _____

Month _____ Day _____ Year _____

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Time Requested (Set-up and close-up times must be included in hours):

From: _____ AM To: _____ AM Total Time: _____
 PM PM _____ Hours

PREMISES & RATES

The following page contains the rental facilities available on the Mi Centro premises. Weekend/hourly rates may vary for each space. Renters have access to Mi Centro general parking with meeting rooms—outdoor events require a separate fee as listed. **Please note that a cleaning fee of \$100 will be added to total cost of Gallery Space and Full Conference Room. An additional security fee will be included if the function has an estimate of 75 or more planned attendees. Final cost and estimate for security will be discussed on an individual basis.**

	ROOMS (Max Capacity)	RENTAL PRICE HOURLY RATE** (Mon-Fri; 8am-5pm)	NON-PROFITS HOURLY RATE** (Mon-Fri; 8am-5pm)	TOTAL
	Gallery Space (85) <i>(Two hour minimum)</i>	\$70	\$50	
	Full Conference Room (75) <i>(Two hour minimum)</i>	\$60	\$40	
	Conference Side A Only (15) <i>(Two hour minimum)</i>	\$25	\$15	
	Conference Side B Only (60) <i>(Two hour minimum)</i>	\$45	\$35	
	Board Meeting Room (18) <i>(One hour minimum)</i>	\$30	\$25	
	Small Meeting Room (8) <i>(One hour minimum. Weekday Business Hours Only)</i>	\$25	\$20	
	Computer Lab (12) <i>(One hour minimum. Weekday Business Hours Only)</i>	\$40	\$30	
	Parking Lot (Outdoor Events/Activities) <i>(Weekends Only. Additional fencing not included. Must also show proof of security.)</i>	FLAT HOURLY RATE		
		\$275		
	Kitchen Access <i>(Kitchen available weekends only. Must also have at least one of the weekday facility spaces listed above. Includes usage access to 1 full refrigerator, stove/oven, and microwaves. Outside catering allowed.)</i>	FLAT RATE		
		\$50		
<i>**Due to safety and staffing, after-hours and weekends will require an additional \$100 an hour for each of the listed rates—with the exception of the exterior parking lot.</i>			SUBTOTAL:	

ADDITIONAL RENTAL ITEMS/FEES **Total item(s) availability may vary**					
	ITEM	RATE		QUANTITY	TOTAL
	23.5 in. Cocktail Round Tables	\$10	X		
	Black Table Linen <i>(Stretch linen available for cocktail tables only)</i>	\$2	X		
	Podium	\$70	X	1	
	Microphone/Stand	\$70	X	1	
	Projector/Stand	\$100	X	1	
	Bluetooth Bar Speaker	\$90	X	1	
	Tables—6ft x 17.75 in. <i>(See clause #3 of agreements for chairs that are included in space)</i>	\$10	X		
	Tables—6ft x 30 in. <i>(See clause #3 of agreements for chairs that are included in space)</i>	\$12	X		
	Additional Chairs <i>(See clause #3 of agreements for chairs that are included in space)</i>	\$2	X		
	One Contracted Security <i>(Required for every 75 anticipated attendees. Also required if alcohol will be served regardless if anticipated attendees is less than this amount)</i>	To be discussed on an individual basis			
				SUBTOTAL:	
				GRAND TOTAL:	

AGREEMENTS

Meeting room users will agree to the Meeting Room Policies below. Facilities rental agreement (“agreement”) must be completed, and full payment received by Mi Centro at least **1 week** before event date. Outdoor event reservations must submit full payment and complete agreement at least **4 weeks** before event date. Mi Centro has the right to refuse or deny rental agreement requests.

1. **PAYMENTS & RESERVATION SUBMISSION:** Mi Centro can receive cash, check, money order, credit/debit card payments. Check/money orders can be made out to **Mi Centro**. Please contact **Valeria Tovar** for space availability and to process your reservation request and payment at **(253) 906-9412** or email **Valeria.Tovar@micentrowa.org**.
2. **CANCELLATIONS:** Cancelled agreement must be notified to Mi Centro within **3** or more days of event date for renter to receive refund of rental space, and 50% of cleaning fees--failure to inform Mi Centro in less than 3 days, will result in loss of total cleaning fees. Mi Centro reserves the right to cancel agreement in the event of an emergency, damage to facilities or unforeseen event. In the event of Mi Centro having to agreement, as much advance notice as possible will be given to renter, and complete fees will be refunded.
3. **INCLUDED ROOM ITEMS AND SETUP:** Mi Centro not responsible for the setting up or taking down of equipment. The following tables and chairs will be included in he following meeting spaces:

Gallery Space	7—6ft x 30in Tables; 56 Chairs <i>**Table amount may be replaced with cocktail tables**</i>
Conference Side A Only	6—6ft x 17.75 in. Tables; 12 Chairs
Conference Side B Only	15—6ft x 17.75 in. Tables; 30 Chairs
Board Meeting Room	Boardroom Table; 10 Chairs
Computer Lab	15 Desktop Computers; 15 Chairs

4. **DAMAGE TO MI CENTRO PROPERTY:** Renters are responsible for any damage to the room/and or building during time of use. If damage does occur, it must be reported to Mi Centro immediately. Nails/screws are not allowed for hangings/décor. **Please inform Mi Centro if nails/pins are required for specific events (i.e. art shows, displays, etc).** Due to the size of the rooms and exemption of cleaning fees, renters are responsible for cleanliness of smaller meeting room(s) at the close of their event/meeting. Renters are expected to leave smaller meeting rooms in the same condition as before the activity began. Renter understands and agrees that failure to do so will result in addition of cleaning fees, and that they will be fiscally responsible for any damages the building may sustain during scheduled event. For larger room reservations, renters are asked to gather trash/recycling in large bags and place them by the lobby door or gallery entrance/exit door upon departure.
5. **POLITICAL EVENTS/ACTIVITES:** It is the intention of Centro Latino to make their meeting rooms available to individuals and organizations engaged in educational, cultural, intellectual, or charitable activities. Meeting rooms may be used for general political purposes such as information sharing, organizational meetings, or community forums.
6. **EVENT/PRODUCT ENDORSEMENTS:** Any advertisement concerning meetings in the meeting rooms other than those for purposes of the Friends of Mi Centro or fundraising should include the following notice: “This activity is solely the responsibility of (name of the organization) and not sponsored, endorsed, or approved by Mi Centro.”
7. **DISCRIMINATION:** Attendance for all meetings may not be restricted because of a person’s gender, race, creed, color, religion, national origin, age, disability, marital status, or sexual orientation.
8. **SMOKING AND ALCOHOL:** Mi Centro is a non-smoking facility. Smoking is prohibited in the facilities. Alcohol is allowed on premises with valid permit from the Washington State Liquor & Cannabis Board. In the event of alcohol being served on the premises, a copy of permit must be submitted along with proof of at least 1 security guard for the scheduled event.

I agree to the final subtotal and “Agreements” listed above:

Updated: 09/12/23

Mi Centro Facilities Rental Agreement

Staff Review: _____

Renter Signature

Print Name

Date

Valeria Tovar

Date

Mi Centro, Executive Assistant to Dr. Bernal C. Baca & Facilities Manager

Lisa Carrillo

Date

Mi Centro, Director of Finance

When final payment and completed agreement has been received, you will be called/emailed with your reservation confirmation, receipt, and will be provided with contact information for Mi Centro staff for weekend events.

Upon arrival, please check-in with staff at the reception desk, if during business hours, or call designated staff during weekend events.

Upon departure, please check that:

- 1) All trash/recycle is gathered together in large bags and placed in lobby or by gallery entrance/exit door.
- 2) Make sure to return any Mi Centro borrowed equipment in its original place.
- 3) Room(s) used will be returned to original set up and lights turned off.

Please submit completed form to Valeria Tovar at:

Email: Lisa.Carrillo@micentrowa.org

Fax: 253-572-7837

FOR STAFF USE ONLY

Inquiry Contact Date/Notes	Calendar Request Submission Date/Notes	Equipment Notes	Payment Processing Type and Date	Day of Staff Support