

FPS, Inc.

1595 N. National Ave., Chehalis, WA 98532

Phone (360) 740-5220

Fax (360) 740-5220 ~ Email info@fpsinc.biz

**O'NEILL PINE PROFESSIONAL CENTER CONFERENCE ROOM
RENTAL AGREEMENT**

Contact Name: _____

Business Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

E-Mail: _____

Date(s) Requesting: _____

Half or Full Day: _____

Morning/Afternoon: _____

Expected # of people attending: _____

1. Lease periods are available in half-day (4 hours) or full day increments only.
2. Fee Schedule: Half day at \$30, full day at \$50.
3. Coffee maker, coffee, tea, air pots, creamer/sugar, cups and napkins are available for your use at no added cost.
4. A REFUNDABLE \$25 CLEANING DEPOSIT IS REQUIRED. PAYMENT IS DUE IN ADVANCE. THE DEPOSIT WILL BE REFUNDED TO YOU PROVIDED THE FOLLOWING REQUIREMENTS ARE MET (REFUND CHECK WILL BE PROCESSED WITHIN THREE DAYS OF THE EVENT AND MAILED):
 - a. Renter is responsible for room set-up in the configuration required for their meeting.
 - b. Following meeting:
 - i. Tables and chairs must be neatly arranged
 - ii. Trash must be disposed of in trash cans
 - iii. All food and beverages must be removed or disposed of properly
 - iv. Tables and counters must be wiped clean
 - v. Coffee-maker & air pots must be rinsed clean and dried

- c. Any breakage, spills or other damage must be reported to FPS, Inc. before leaving. Non-routine cleaning or damage repair is the responsibility of the renter and is not covered by the cleaning deposit
- 5. Renter agrees to hold FPS, Inc. harmless for any injuries that may occur while using the O'Neill Pine Building facility.
- 6. No smoking is permitted in the building. In accordance with Washington State Law, RCW 70.160, outside smoking is also prohibited within 25 feet of entrance doors, windows that open and ventilation intakes.
- 7. No alcoholic beverages are permitted.
- 8. Parking for the conference room is located on the west side of the building.
- 9. Please minimize disturbance of regular business tenants. **Please call FPS at 360-740-5220 if you need anything.**

***To hold a reservation, payment must be received within 5 days of scheduling. Include both rental amount (\$30 half-day, \$50 full day) plus \$25 cleaning deposit (Total amounts due: \$55 half-day, \$75 full-day). Checks should be made out to FPS, Inc. Mail completed form with check to:
FPS, Inc.
1595 N. National Ave.
Chehalis, WA 98532***

I have read and agree to comply with all of the above rental requirements.

SIGNATURE _____ DATE _____

Directions:

From I-5 North or South, take Exit 79, the Chamber Way Exit.

Travel east (away from Wal-Mart and toward the hill) a short distance to a T intersection. Turn left onto National Avenue and travel approximately 1/4 mile. Immediately past an industrial complex on your left and residential apartments on your right you will see the O'Neill Pine Professional Center sign. It is located on the left at street level. Entry to the parking lot is just before the sign. Conference Room parking is on the west side of the building.