

We the People Legal Foundation

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Tentative Facility Rental Contract

We the People Legal Foundation, known hereafter as **WTP**, seeks to provide all participants a suitable public / private meeting space in our facility, the **We the People Auditorium**. **WTP** continues to move towards a program to recover associated operating costs and to fund replacement needs. The policies and fee structure are in place to encourage use.

Tentative Rental Contract, Deposit, and Cancellations

Tentative facility rental contract: A tentative rental contract will be negotiated, developed, and signed at the time of the tentative booking (reservation for use). Any unsigned contract by the lessee will remain tentative and subject to changes of cancellation until a deposit is received and rental date is confirmed. **All contracts should be signed 14 days prior to the first date booked for the contract.** Every attempt possible will be made to process requests that are less than 14 days in advance.

Deposits: All or portions of a facility use deposit may be withheld due to improper use and / or violation of use by the lessee inclusive of cancellation procedures. The deposit is 50% of the rental fee and it is due no later than 24 hours prior to the event **unless other arrangements have been made in writing.**

Cancellations: Deposit and rental fees may be refunded if an event is cancelled up to **7 days prior to the event if the event is public** and up to **48 hours in advance if the event is private**. If the notification is given after the listed times, **you will only receive 50% of the deposit as penalty.**

I have read and understand the We the People Legal Foundation guidelines for renting the Auditorium Facility, deposit provisions, and cancellation procedures.

Signature [Lessee]

Date

Signature [WTP Staff]

Date