



**dharma-rain.org** • 8500 NE Siskiyou, Portland, OR 97220 • 503-239-4846

## Rental Agreement for Events at Dharma Rain Zen Center

This agreement is between Dharma Rain Zen Center (referred to as DRZC or we/us) and a group or responsible party (referred to as renter or you). Please read this agreement carefully, and then sign and return it to DRZC along with a deposit that will secure your reservation.

### Event Details

Renter: \_\_\_\_\_  
\_\_\_\_\_

Contact information of authorized representative (e-mail, phone number, and/or mailing address):  
\_\_\_\_\_

Date(s) and time(s) of use: \_\_\_\_\_  
\_\_\_\_\_

Total Rental Amount: \$\_\_\_\_\_ Non-refundable Deposit (50%): \$\_\_\_\_\_

Expected number of people: \_\_\_\_\_

Description of event (include any amplified sound, equipment you will be bringing, or any potentially messy or hazardous activities): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Responsibilities

The new beautiful Sodo is the result of a lot of hard work and financial sacrifice on the part of many people. We are happy to share with others as our own programs allow. We appreciate your respectful care of our temple. You are responsible for the following:

- Make arrangements with us ahead of time for when and how you will get into the building.
- Arrive in time to open the building and prepare for your event.
- Maintain a presence throughout your event.
- Make sure parking guidelines are followed (see below).
- Make sure not to exceed the maximum allowed capacity of the building (150 in the zendo, 38 in the dining hall).
- Smoking and alcoholic beverages are not allowed anywhere on the property.
- Children and adolescents must be supervised by an adult at all times.
- Leave the facility as you found it, which includes returning meditation cushions to their original positions, and cleaning and sweeping as needed.
- Lock the building after everyone has left, and return the key to us.
- You assume liability for any damage to the building. This means you agree to pay for any repairs or extra cleaning needed.

*Use of the Sodo kitchen is specifically NOT included in this agreement*, except by special arrangement, where a staff person will be present throughout the use. Any such use to be noted below as part of the agreement.

- The beverage area is available to you, which includes tea, hot water, and coffee maker.

- Residents may enter the kitchen during your event. There is a door closing the kitchen off from the rest of the space, and residents can enter through a door not connected with the rest of the building.
- These guidelines also apply to renting other spaces on the property, such as Uji (the office and preschool), though there is no kitchen or beverage area there.

**Parking**

Please take advantage of the many designated parking spaces on the property. Observe the no-parking signs for fire lanes. Gravel roads are not to be used by the public for parking or travel. If needed, street parking is available on Siskiyou Street or at Glenhaven Park, across 82<sup>nd</sup> Avenue.

**Agreement**

This rental agreement is for

- the Sodo, at the far end of the driveway at NE 85<sup>th</sup> and Siskiyou
- Uji East, the preschool side of the portable double-wide, the first building on the left of the driveway at NE 85<sup>th</sup> and Siskiyou
- Other \_\_\_\_\_

DRZC is simply agreeing to the use of its building. Please do not present your event as something sponsored or endorsed by DRZC. DRZC does not accept liability for incidents that happen during your use of our buildings, including injury or lost or stolen items.

*I have read this entire Rental Agreement. I accept the renter's responsibilities described in the agreement. Specifically, I agree to leave the facility in the state I found it, and I agree to take responsibility for the activities and incidents that happen during the event. To the extent permitted by the law, the Renter shall indemnify and hold harmless DRZC and its officers, directors, sangha members, residents, and employees, from and against all fines, suits, damages, losses, and actions (including attorney's fees) arising out of, or relating to, all acts, failures, omissions, and negligence of the Renter, the Renter's agents, employees, visitors, guests, invitees, and contractors arising out of, or in any way relating to Renter's use of the rented space. This indemnification shall apply both to claims of third parties and to claims of the Renter or any guest of the Renter.*

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

DRZC Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Office Use Only**

Deposit Received (date): \_\_\_\_\_

Final Payment Received (date): \_\_\_\_\_

Special Considerations: \_\_\_\_\_