



# JOHN WILLIAMS CLASSROOM RENTAL AGREEMENT

## For meetings, conferences, retreats, workshops

Applicant Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

DATE OF USE: \_\_\_\_\_ Time: \_\_\_\_\_ People Expected (Max 50): \_\_\_\_\_

**Classroom Rental Fee:** \$30 per hour (Oct. - Apr.); \$50 per hour (May - Aug.)

*The month of September is booked for museum fundraiser*

**Outside of regular museum open hours fee:** \$50 per hour (Oct. - Apr.); \$70 per hour (May - Aug.)

(The Museum is open Wednesday through Saturday from 11am - 4pm, closed Sundays, Mondays, and Tuesdays)

**Non-Profit/Member Fee:** \$0

**Add-Ons:** Linens (tablecloths and napkins) \$20 flat rate

### John Williams Classroom Information:

The John Williams Classroom measures 18 by 25 feet and includes 6 long rectangular tables and 2 short rectangular tables. The space can accommodate up to 50 people, with 50 chairs available for use. White linens (tablecloths and napkins) are available for a flat rate of \$20. A projector and screen, along with all necessary cords, are provided, and you are welcome to bring your own equipment to use with the projector. A fridge and sink are available in the office (note: there is no stove).

### Terms & Guidelines:

The John Williams Classroom is available to rent on a first-come-first-serve basis and if there is not already a planned event for the museum. The renter cannot apply to rent the space more than 60 days in advance. A museum representative (staff or board member) must be on site at all times. The museum must be able to operate without interference, so noise must be kept at a reasonable level as not to disrupt museum visitors. Only beer and wine is allowed on premises, no hard alcohol. Renter is responsible for cleaning the classroom space after use. Any damage to the classroom during the rented timeframe is solely the responsibility of the renter. The CBHCM Board of Directors reserves the right to bill the renter for any damages that occur. Please view the attached checklist for a complete list of the renter responsibilities.

**Museum Restrictions:**

- 1. The Museum is a non-smoking facility.
- 2. Hard alcohol is prohibited; wine and beer are permitted. The sale of wine and beer on museum premises is strictly prohibited.
- 3. No nails, tacks, adhesive or glues can be used on the walls or floors. Mounting putty is available if needing to hang pictures or decorations.

**City of Cannon Beach Ordinance 1704.525 Chapter 17.56 says:**

- 1. No sandwich boards are allowed on sidewalks or streets.
- 2. No wind driven objects are allowed (ex. balloons, windsocks, kites).
- 3. No signage that flashes, luminescent, fluorescent, or phosphorescent.
- 4. The sale of merchandise is not allowed without a city business license. The museum will require a copy of the business license. The Cannon Beach Police Department strictly enforces these rules.

**John Williams Classroom Rental Application & Payment Schedule:**

Your application to rent the classroom must be submitted to and approved by the CBHCM Board of Directors at least 10 days in advance of the date of use and no earlier than 60 days in advance. The rental fee payment is due on the day of the booking at the time of set-up, and there are no refunds for shortened time. Cash, check, debit/credit card are all accepted forms of payment.

**By signing below,** I acknowledge that I have read, understood, and agree to the terms of this agreement and will adhere to the terms and guidelines.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Send application to:** Cannon Beach History Center & Museum  
 P.O. Box 1005, Cannon Beach, OR 97110  
 Email: [info@cbhistory.org](mailto:info@cbhistory.org)

As a 501(c)3 non-profit organization, your rental fee goes to support the museum’s field trip programs, educational workshops, exhibits, and day-to-day operations.



# JOHN WILLIAMS CLASSROOM RENTAL CHECKLIST

Renter Name: \_\_\_\_\_ Date of Use: \_\_\_\_\_

*To avoid any extra charges, please use this checklist after your event has concluded and complete the following.*

\_\_\_\_\_ Tables and chairs cleaned and stored

\_\_\_\_\_ Sweep classroom floor, if necessary

\_\_\_\_\_ Trash removed and put in outside trash can, along with recycling

\_\_\_\_\_ Outside areas free of garbage or decorations

\_\_\_\_\_ Windows shut and locked

\_\_\_\_\_ Notify staff if there is an accident or mess so they can assist

-----FOR CBHCM USE ONLY-----

No issues

Damage

Cleaning neglected

Description of damage/other issues: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspected by: \_\_\_\_\_ Date/Time: \_\_\_\_\_