



Mukogawa Fort Wright Institute

Housing Deposits and Rental Fees				
	# of Beds	# of Rooms	* Deposit	Rental Fee/Night
Stowe House	18	10	\$300.00	\$450
Clarke House	20	9	\$300.00	\$500
Cather House	26	15	\$350.00	\$650
Helen Keller	26	15	\$350.00	\$650
Dickinson House	26	15	\$350.00	\$650
Cannon House	26	15	\$350.00	\$650
Carlson House	26	15	\$350.00	\$650
Whitman Hall	36	22	\$400.00	\$800
Covington Hall 1st floor	36	21	\$300.00	\$600
Covington Hall 2nd floor	36	21	\$300.00	\$600
Covington Hall 3rd floor	36	21	\$300.00	\$600

*The deposit will be returned upon the acceptable completion of the event.
 Additional charges may be withheld from the deposit for such actions as unscheduled overtime, excessive cleanup, equipment damage, etc.
 Deposits will be returned within two (2) weeks.

**Meal Service available upon request for guests staying on campus.
 The meal service must be discussed with the commons director.

	4-Meal Package	5-Meal Package
Group Size	Breakfast/Lunch/Dinner/Breakfast	Breakfast/Lunch/Dinner/Breakfast/Lunch
15-150	\$27.50	\$33.50

Individual Meals	Adults
Breakfast	\$7.25
Lunch	\$7.25
Dinner	\$10.50



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RENTAL AGREEMENT

A. Application Process

- A signed Rental Agreement must be completed prior to each rental.
- Fees for the rental shall be due thirty (30) days prior to the event, unless other arrangements have been made. The house/dormitory rental and rate shall be _____ \$_____ plus tax per night.
- The total cost will be \$_____ for the _____ nights (tax included).
- A \$_____ deposit must accompany the Agreement. The deposit will be returned upon the acceptable completion of the event. Additional charges may be withheld from the deposit for such actions as unscheduled overtime, excessive cleanup, equipment damage, etc. Deposits will be returned within two (2) weeks.
- A **deposit is required to hold your space**; all rentals are on a first come (to deposit), first served basis.

B. Cancellation/Refund Policy

- Cancellation 90 days or more prior to the event will receive 100% refund of the deposit, less a \$50 service fee for each area booked.
- Cancellation 89 or less days prior to the event will receive no refund of the deposit.

C. Facility use rules:

The group or organization using the facility will comply with the laws of the State of Washington, the City of Spokane and all rules set forth by Mukogawa Fort Wright Institute, MFWI.

- The rental group must designate one person as group leader and contact.
- The rental group will be responsible for all persons in the group or organization.
- The rental group will assume liability for any damages done to the building, furniture or equipment.
- The rental group will leave the facility clean. Groups leaving the facility without cleaning satisfactorily will lose all or part of their deposit.
- All activities shall be under control and shall be operated and supervised by the rental group.
- Whenever group members are under 21 years of age, the rental group must approve adequate adult chaperones.
- Organizations using the facility may not use it as a mailing address.
- MFWI events take priority over rental group activities.
- Smoking is strictly prohibited inside all facilities. Use only the designated smoking areas.
- Any open flame is strictly prohibited inside or outside all facilities or anywhere on the grounds.
- The rental group shall not use, or permit on the grounds, anything that may be dangerous to life or limb.

D. Keys

- The group leader will sign for and pick up the keys at the Administration Building, Weston Hall.
- The group leader will distribute the keys to the other group members.
- At the end of the stay, the group leader will collect all keys and return to MFWI.
- Keys need to be returned to Weston Hall, Administration Building by 11 a.m. on the day of departure. Or else returned _____.

- Late departures will incur a \$50 late fee, unless prior arrangements have been made.
- The daily rental rate will be charged until the key(s) has been returned.
- Missing keys will be charged at replacement cost. Exterior door key \$50.00, Interior door key \$7.50, Dorm desk lock box key \$7.50, Set of dorm keys \$65.00 (includes the dormitory outside door, bedroom door and lockbox).
- Any duplication of keys is strictly prohibited.

E. Clean Up

- The MFWI Housekeeping staff only cleans common areas during your stay (we do not enter bedrooms). You are responsible for maintaining the rest.
- Upon departure make sure all food has been removed. Wash all dishes. Refrigerators must be cleaned and emptied. Dirty towels need to be piled in the bathrooms.
- Garbage needs to be put in the containers on the back porch, except in Covington where the garbage containers are located in the basement.

F. Other Considerations

- Check out time is **11 am** unless prior arrangements have been made.
- **If you need assistance between 8a.m. and 4 p.m., Monday through Friday, please first call Claudia at Ext 201, or leave word with the front desk at 509-328-2971.**
- **If there is no answer or if it is after regular office hours please call the Facilities Director, cell 509-370-3489 or 509-951-7862 or Security, Ext 207, 509-953-7868.**
- No pets allowed in the buildings or grounds
- Cars are to drive and park in posted areas, no driving on the lawn. Customers will be billed for sprinkler repair and are responsible for any and all damage caused by anyone in their group.
- Any equipment damaged will be billed at replacement cost, not repair cost. Any building repair will be billed at maintenance overtime rate, because these repairs are not regular day work.
- MFWI is not responsible for items left on its premises whether they belong to the rental group or a vendor/supplier with whom the group has contracted.
- A MFWI representative may enter the facility at any time during occupancy and observe the rental group's actions.

By signing this agreement the Customer agrees to hold Mukogawa Fort Wright Institute harmless from any and all bodily injury and/or property damage claims arising from the negligence of the Customer, it's officers, agents, employees, family members, or guests. A certificate of insurance shall be provided if requested. The Customer will assume all responsibility caused by not adhering to the Mukogawa Fort Wright Institute's rules, policies, and guidelines as established in this Agreement.

Customer Name (printed)

Event(s) Date

Customer Signature

Date

Mukogawa Fort Wright Institute Signature

Date

<i>Where did you hear about us?</i>	
Dex Yellow Pages ___ circle section:	Banquet Facilities Meeting Rooms Retreats
Visitspokane.com ___	Spokane Regional Chamber Directory/Website ___
Website: _____	Other: _____