

**SPACE RENTAL AGREEMENT FOR
PORTLAND TIME BANK MEMBERS
(FY 2000)**

- Renters must be an active PTB Members.
- The rental fee will be either one time dollar per hour of space use OR a cash payment of \$10 per hour or \$35 per day. Cash and time may not be mixed as per IRS ruling.
- Use of equipment is negotiable.
- Scheduling room space is negotiable subject to availability and approval by the Portland Time Bank.
- If the Renter is charging a cash fee for classes or workshops, a percentage of slots must be available for Time Dollars to PTB Members.
- Renters will be given a key to the building for the period of rental. The key will be left under the locked door of PTB on the last day of use.
- Renters will set up a time with the PTB Coordinator to learn opening and closing procedures for the building and office prior to use.
- Renters agree to honor all provisions listed in the Member Handbook described under "Rights of Portland Time Bank Members".
- Smoking and alcohol are not allowed in the building at any time.
- The Renter will take all appropriate measures in the event of a health or facility's emergency including building evacuation and calling 911, if necessary.
- If food is served, trash will be removed

I have read and agreed to all of the above:

Date: _____

Renter

Approved:

Date: _____

Portland Time Bank