

Job Description: Olympia Monthly Meeting Rental Manager

July 2022

PURPOSE

Olympia Monthly Meeting [OMM] wishes to generate income from the rental of their property during times when OMM is not using the property. The parts of the property available are the large meeting room, the kitchen, and the parking lot. Not available for rental are the two classrooms. The foyer and restrooms are available for general but not exclusive use by renters. OMM wishes to engage the services of a Contractor to manage the rentals.

Generally, OMM will use the property exclusively on Sundays [except the present agreement one Sunday afternoon per month] and Thursday evenings and the first Friday evenings. There are other times OMM will reserve for its exclusive use, times to be determined. The meeting room is generally available weekdays during the day and on most Saturdays.

OMM has ongoing rental agreements with several renters and these agreements remain in force. OMM has public calendars on two websites:

www.meetinghouseatpriestpoint.com and www.olympiafriends.org. Contractor will coordinate with the OMM Hearthkeeper to keep them current.

CONTRACTOR RESPONSIBILITIES

The Contractor will do all things necessary for, or incidental to, the performance of work as set forth below:

1. Market the availability of the property locally and electronically on a regular basis.
2. Maintain rental webpages as described above.
3. Respond to rental inquiries within 48 hours. Exception – may respond in 72 hours if request comes during a national holiday weekend.
4. Tour the facility with potential renters.
5. Review safety features. Trash recycle use. Ask if need renter refrigerator plugged in. Show how to adjust thermostat.
6. Review and have new renters practice opening and locking building. Provide key box code.
7. Use the OMM-approved contract for each renter, and collect deposits.
8. Follow OMM rental policies.
9. Assure that renter knows that this is a no alcohol, no cannabis, no vaping facility
10. Assure that renter knows they must remove excess trash and all glass recycling.
11. Assure that renter understands that facility must be left clean and swept, all trash removed, and the meeting room set up as in the photograph. Show where cleaning supplies are kept.
12. Assure that renter knows that we are zoned residential, and neighbors are concerned about noise in evenings. Residential quiet at 10 PM.
13. If needed, use website or phone app to turn on thermostat to be sure building is warm for renter use.

14. Check that building is locked after first-time renters.
15. Provide minor clean-up: Check that bathrooms are usable, check that no perishables are left in refrigerator, no scraps of decorations remain in the property, projection and sound equipment remains in good working order, screen raised, outside space clear of new debris, cigarette butts. Renter refrigerator unplugged and open after events. Dishes washed. Document with photographs any major damage.
16. Use judgement about suitability of a potential renter for this venue, consult with Quaker contact if concerned.
17. Limit size of indoor gatherings to our legal limit.
18. Respect existing rental agreements and policy about OMM-member use of the property.
19. Use OMM-approved vendor rental contract for each renting party and collect deposits. File rental agreements with OMM online via email. Remit to OMM the breakdown of each prior month's rental split and deposit by the 15th of the month.
20. Maintain records of renters, dates, and deposits received and returned, rent received or amounts invoiced and paid.
21. Invoice renters, taxes are to be billed
22. Keep a record of trips made to Meetinghouse, both for post-rental checks and for tours, regardless of whether the tour resulted in a rental.
23. Report concerns and ideas about building improvements needed to enhance renter's experience.

More details on how to do these tasks will be supplied upon commencement of services.

OMM RESPONSIBILITIES

1. OMM will provide a designated contact person for the Contractor for questions and supervision.
2. OMM will maintain the building and pay for utilities, supply toilet paper, paper towels, dishwasher soap, bleach, and cleaning equipment. A cleaner comes once per week. OMM provides basic kitchen supplies, plates, silverware, mugs, and hot beverage appliances.
3. OMM will maintain their dates on the Google calendar embedded in the web page and available to both.
4. OMM may, on request, do the Sunday inspection after a Saturday event, and notify the Contractor if the deposit can be returned.
5. Other tasks as mutually agreed by Contractor and OMM.

RELATIONSHIP OF PARTIES

It is understood by the parties that Contractor is an independent contractor with respect to OMM and not an employee of OMM. Contractor will set their own hours, use their own car and other equipment, and pay their own business taxes as appropriate.

COMPENSATION

OMM will pay the Contractor a monthly base rate of \$200 which will come out of the 20% commission to be paid to the Contractor each month. When the monthly payments received from renters exceeds \$1250, the Contractor will receive 50% of receipts above that amount. These amounts do not include the taxes OMM pays in the calculation. Alternatively, OMM will consider other proposals for compensation.

HOW TO APPLY

Candidates for the Rental Manager position can apply by:

1. Writing a letter describing how your skills fit the needs of the position with particular attention to the job description. Letters do not need to be limited to one page, but please do not exceed five
2. Providing names, phone numbers, and emails for 3 people who will provide a reference for you, preferably people knowledgeable about your skills for such a position.
3. Sending these documents by email to jobs@olympiafriends.org, The position is open until filled, with the first review on August 1.

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