



Young Women Empowered

5623 Rainier Ave S, Seattle, WA 98118 | 206-519-2426 | www.y-we.org

Young Women Empowered (Y-WE) Building Rentals 5623 Rainier Ave S, Seattle, WA 98118

Young Women Empowered's main space is available to rent as a meeting or event space for groups of up to 50 people. Info about rates, amenities, and more is below. Please direct any questions to Y-WE's Development Manager Tamarah Taylor at tamarah@y-we.org.

To submit a reservation request, [please fill out this form](#).

Please note that you cannot save the form mid-way through- it must be completed in one sitting.

Proceeds from building rentals support Y-WE programs, which center BIPOC girls and gender expansive youth ages 13-19. You can learn more about Y-WE and our programs [here](#). Thank you for your support!

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General Information

Availability and Rates

Building availability is dependent on Y-WE's program and activity schedule, and staff host availability. If your dates are flexible we suggest including several options when you fill out the rental inquiry form. Rentable hours are from 8am-8pm. Earlier/later hours are negotiable on a case-by-case basis at an increased rate.

Reservations can be made up to three months in advance.

Rates:

- Monday-Thursday: \$75 per hour*
- Fridays-Sundays: \$100 per hour*
- Additional amenities are available for an added fee
 - Coffee and tea station: 1-25 people: \$50; 26-50 people: \$100
 - Paper products for meals (plates, bowls, utensils): 1-25 people: \$25; 26-50 people: \$50

*Sliding Scale Pricing

Y-WE offers nonprofits and community groups sliding scale pricing in order to make the space accessible. If your group is in need of sliding scale pricing or has a set budget for your event, please do not hesitate to let us know! We would love to discuss options and will make it work if we can.

Finalizing Your Reservation Request, Payment

If the building and a staff host are available at your requested time, Y-WE will place a temporary hold on the space and follow up with you to confirm details. Your reservation will be finalized once we have received payment and a digitally signed copy of the Space Use Agreement.

Staff Host

A staff host is on-site during rental events to orient you to the building and amenities, answer questions, and assist you with AV system setup if needed. Once you're set up, the host will remain on-site in a separate part of the building in case of unexpected needs. They will also walk you through your cleanup checklist and provide you with cleanup supplies at the end of your event. The staff host is not available to provide additional event support.

Setup and Cleanup

Rental groups are responsible for their own setup and cleanup of the space. This includes setup and takedown of tables and chairs, spraying and wiping down tables, and kitchen cleanup if applicable. Larger groups will also be asked to sweep and help take out full trash and recycling bins. Please consider how much time to factor in for setup and cleanup and include this time in your reservation request.

Cancellations

Cancellations made at least 72 hours in advance will receive a full refund. Cancellations made at least 24 hours in advance will receive a half refund. Cancellations made with less than 24 hours notice, and no-shows, will not be refunded.

General/Main Room

Amenities

- 8 mid-sized rectangular tables
- 50 chairs (24 cushioned stacked chairs, 26 folding chairs)
- Large whiteboard on wheels and whiteboard markers
- AV system (MacBook with projector and sound system hookups, speaker with 2 microphones)
- Large comfy couch and 4 beanbag chairs
- Raised space in one corner that can be used as a stage
- Wifi
- Parking: the building does not have a parking lot but there is free street parking nearby

**Please note that Y-WE does not provide office or facilitation supplies (pens, paper, art materials, etc), printing, or other event supplies.*

NOT Permitted:

- Glitter, paint, and other 'messy' activities or materials
- Thumbtacks, duct tape, or other materials that may damage walls or surfaces (blue painters tape is provided to put things up on the walls)
- Food or beverages on the couch, beanbags, or carpeted stage areas
- Unsupervised minors
- Pets or animals

Cleanup

Your host will provide you with a cleanup checklist and basic cleaning supplies at the end of your event. Groups take down tables and chairs, clean up and dispose of supplies, and spray and wipe down tables and counters. Larger groups will be asked to sweep and help take out trash and recycling if needed.

Pets and Service Animals

Y-WE strives to make the space accessible for those with allergies, and we cannot ensure that the space is safe for pets or animals. As such, pets and other animals are not permitted in the building.

Exceptions for service animals are considered on a case-by-case basis and require prior approval from Y-WE. In accordance with the Americans with Disabilities Act (ADA), Y-WE defines service animals as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. If a member of your group requires a service animal covered under the ADA, please let us know via email as soon as possible when making your request. Approved service dogs are permitted in the main room only and the rental group is responsible for the cost of any damages and/or any additional cleaning required, including cleaning required to ensure a low-allergen space.

Food, Kitchen, Coffee and Tea Station

Amenities

- Staging space in the kitchen
- Refrigerator (the amount of available space varies)
- Sink and hand-washing station
- Filtered water, both hot and cold
- Microwave
- *Additional amenities are available to add on- see below*

Optional Add-Ons:

- Coffee and Tea Station: fully stocked with cups, assortment of tea and coffee, cream and sugar, etc
 - 1-25 people: \$50
 - 26-50 people: \$100
- Paper Products: compostable plates/bowls, cups, utensils, and napkins
 - 1-25 people: \$25
 - 26-50 people: \$50

Outside Food and Drink

Groups are welcome to bring in outside food and non-alcoholic beverages. The kitchen is available as a staging space, including the refrigerator. Y-WE does NOT provide bowls/plates, utensils, etc; please bring your own disposable items, or add on (see above).

NOT permitted:

- Sterno and chafing dishes or similar
- On-site cooking, or use of dishes or kitchen equipment

Alcohol

Groups may bring alcohol with prior approval from Y-WE, and must obtain and provide Y-WE with a copy of a [Banquet Permit](#) from the Washington State Liquor and Cannabis Board. Alcohol sales are not permitted.

Cleanup Checklist

Your host will provide you with a cleanup checklist and basic cleaning supplies at the end of your event. Groups must cleanup food items, spot clean as needed, dispose of trash/recycling in the outside dumpsters, and spray and wipe down tables and counters.

Accessibility

General/Main Room

- The main room is accessed through large double doors. It is a large open space with good maneuverability. A wheelchair ramp can be set up to access the raised stage upon request.
- There are large tall windows along two walls. There are blinds on the lower windows for privacy but the space can be very bright on sunny days, with the sun shining directly through the upper windows for parts of the day.
- The building is on a busy street. While outside sounds are rarely disruptive, very loud sounds like emergency vehicle sirens or car honks are clearly audible.
- The building does not have a parking lot, but there is free street parking nearby. There is a 30-minute load/unload zone near the main entrance. There are no nearby ADA accessible parking spaces.

Bathrooms

The building contains two separate individual bathrooms, both of which are gender inclusive. One bathroom is wheelchair accessible and has grab bars alongside the toilet. Both bathrooms contain a small stool under each sink.

Kitchen

All kitchen counters are a standard 36" or more in height, including the tea and coffee station. The kitchen contains a sturdy step-ladder.

Damages and Insurance

Rental groups assume all responsibility for damage beyond normal wear and tear, as well as additional cleaning costs if deemed necessary. Y-WE does not provide insurance coverage for entities or individuals renting the space, or their guests, and assumes no liability for associated activities. Rental groups must have their own commercial public liability insurance. A representative from your organization (or for private events, the main organizer), must complete a Space Use Agreement before Y-WE can confirm your reservation. Signing that document indicates that you have read and agree to the outlined terms, and to all space use policies and guidelines.

See the end of this document for a copy of the Space Use Agreement

Space Use Agreement



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Y-WE Space Use Agreement

User Name: _____
Address: _____
User Contact Name: _____ Title: _____
User Contact Phone: _____ User Contact Email: _____
Date of Use: _____ Type of Use: _____
Space Use Hours: _____ to _____ (including setup and cleanup time)
Space Use Fee: _____ Coffee/Tea Station Fee: _____ Paper Products Fee: _____
Total Amount Due: _____

*Is this a recurring rental? ☐ Yes ☐ No

If yes, please describe: _____

By signing this Agreement, I, the undersigned (the 'User Contact'), hereby agree to, acknowledge and give my consent without reservation to the following on behalf of myself, all people present at the event, and any businesses or other legal entities I represent as of the date set forth above. I agree that I am authorized to sign this Agreement on behalf of the 'User' group.

YOUNG WOMEN EMPOWERED, a Washington State 501(c)(3) nonprofit corporation ("Y-WE") agrees that the User identified above may use the Program Room and Kitchen located in the space leased by Y-WE on the first floor in the building located at 5623 Rainier Avenue South, Seattle, Washington 98118 (the "Building") on the Date of Use listed above during the Space Use Hours listed above.

Rental and Payment: User shall use the Building only for the type of use listed above. User shall not have any right to use the Building at any other time and will not be given access until the Space Use Hours. All payments made by User shall be made by cash or check. Y-WE reserves the right to require payments be made by an electronic payment system specified by Y-WE.

Reservation and Cancellation: User must pay the full Use Fee listed above to confirm the building reservation for the agreed upon date and hours. A full refund will be issued to users who cancel their reservation at least 72 hours in advance. Cancellations made at least 24 hours in advance will receive a half refund. Cancellations made less than 24 hours before the event, and 'no-shows', will not be refunded. In the event Y-WE cancels for reasons other than User's breach, User shall receive a full refund of fees paid. Y-WE shall not be liable for consequential damages.

Facilities, Setup, and Cleanup: The Building can accommodate up to 50 people. See Y-WE's space use informational materials for a list of current amenities, available on Y-WE's website. User will need to supply all other furniture, equipment, and supplies. User is responsible for moving and arranging furniture for their event. User shall return all

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furniture and equipment to its original location at the end of the Event Hours. User must not move Y-WE's electronic equipment. User may use the coffee and tea making equipment and supplies on-site for an additional fee. User may not use any other equipment in the kitchen.

Y-WE Staff or Representative: Y-WE may have a staff member or representative on-site during the Event Hours to provide access, troubleshoot any facility issues, and lock the building when the event is over. Y-WE staff is not available to provide set up, cleaning, IT support, or event staffing support. User shall provide all such services. User shall immediately notify Y-WE's on-site representative of any problems, including damage.

Cleaning: User must clean the Building and leave it in the condition in which it was found. User must remove all of its garbage and any event supplies and materials. User must reimburse Y-WE upon demand for all costs incurred by Y-WE for additional cleaning and repairs deemed necessary. Y-WE staff or contractor time spent on cleaning and repairs will be charged at \$50.00 per hour. User must pay any cleaning and repair fees within 5 business days of being billed.

Overtime Costs: All deliveries, set up, take down and cleaning must occur during the Event Hours. If User does not vacate the Building on time, User must pay an overtime charge for each hour (minimum 1 hour) equal to 200% of the hourly Use Fee. User must pay overtime charges within 5 days of being billed.

Building Rules and Regulations: User agrees to comply and cause all of its employees and invitees to comply with Y-WE's rules and regulations for building use, which can be found on Y-WE's website or obtained from a Y-WE representative and are incorporated herein by reference. The User is responsible for reviewing and complying with the current rules and regulations in effect on the Date of Use. Noise must be contained within the Program Room and Kitchen and User must not disturb other occupants of the Building's second floor. User may not use any part of the Building except for the Program Room and Kitchen.

Food and Alcohol: User may bring in outside food and non-alcoholic beverages. Alcohol is permitted on a case-by-case basis with prior approval from Y-WE and agreed to in writing by Y-WE's Executive Director or representative. Groups serving alcohol must obtain and provide proof of a Banquet Permit from the Washington State Liquor and Cannabis Board. Alcohol sales are not permitted. Use of sterno, chafing dishes, or similar equipment, is not permitted except under supervision of an on-site caterer and with prior approval by Y-WE. The caterer must provide proof of insurance and food handling permit. User is solely responsible for ensuring the safety of its guests and solely liable for any injury or damage to persons and property arising from food and beverages, and catering use. The caterer may not use the kitchen equipment. No food or food waste may be left in the kitchen by User or its caterer.

Insurance: User must have in force on the Event Date a policy of commercial public liability insurance insuring User, as the named insured, and Y-WE, as an additional insured, against liability arising out of the use of the Building by User, its agents, contractors, employees, guests, and invitees on the Event Date. Such insurance shall be in an amount of not less than One Million Dollars (\$1,000,000.00). Y-WE may require User to provide proof of insurance at any time and/or a Certificate from their insurance provider naming Y-WE as additionally insured. Renters without insurance may be approved by Y-WE on a case-by-case basis by obtaining and providing proof of event insurance through a third party.

User's Responsibility: User is responsible for its guests and any third parties User hires or works with to provide services. Y-WE reserves the right to end the event early if User is disruptive. User shall indemnify, defend and hold Y-WE harmless from all losses, claims, liabilities, damages and expenses (including attorneys fees and costs) incurred by Y-WE arising out of or resulting from use of the Building by User or its guests, invitees, and service providers and their employees, except that User shall not be responsible for Y-WE's gross negligence or willful misconduct. Y-WE is not responsible for loss or theft of personal property. Y-WE does not provide security service and User acknowledges that it is solely responsible for the safety and security of its guests.

Approvals and Permits; and Legal Compliance: User shall comply with all applicable laws, regulations, and ordinances, and with the lawful requirements of all government agencies. All costs, fees, and taxes due any government

agency in connection with the User's event shall be paid by User. User shall comply with all applicable laws, regulations, and ordinances regarding public accommodations, including disability accommodation requirements.

Pets and Animals: Animals are not permitted in the Building other than service animals as protected by law.

Parking: No parking is provided.

Legal: The User agrees that Y-WE, their employees, board members, volunteers, affiliates, contractors, representatives, agents, and persons or entities acting on behalf of Y-WE (collectively the 'released parties'), assume no responsibility for any liability, expense (including medical care), fees (including attorney's fees), claim, loss, settlement agreement, property damage, infectious disease, injury, illness, or death arising from or related to the use of Y-WE facilities, materials, or equipment. If any provision of this agreement is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect. The User understands that the terms of this agreement are binding and shall be governed by the laws of the State of Washington as well as applicable local and federal laws. In the event of a dispute arising under this Agreement, the parties agree to first attempt resolution through mediation, with any remaining disputes to be resolved through binding arbitration in Washington where permissible under Washington law. This Agreement may be signed and transmitted electronically and the electronic copy shall be deemed to have the same effect as a signed original.

Agreement

Young Women Empowered (Y-WE)

Today's Date: _____

Approved By: _____ Title: _____

Signature: _____

User Group: _____

Today's Date: _____

Approved By: _____ Title: _____

Signature: _____

RENTAL GROUPS

Space Care and Cleanup

Main Room

Reminders

- No food or drink on the couch, beanbags, or carpeted stage areas
- No 'messy' activities or supplies (glitter, paint, etc)
- If putting things up on the walls, use provided blue painters tape only (no scotch tape, duct tape, thumbtacks, etc)

Cleanup Checklist

- ☐ Clean up all remaining event materials- take it with you or throw in the trash/recycling
- ☐ Remove event materials and blue tape from the walls
- ☐ Spray and wipe down tables (cleaning supplies provided)
- ☐ Erase the whiteboard, if used
- ☐ Stack black chairs on their rolling dollies (9 max each stack please!)
- ☐ Place white folding chairs on long metal dolly
- ☐ Break down tables and place [make a designated location for tables?]

Kitchen

Reminders

- Feel free to use the kitchen to stage food (including the refrigerator), or use as a breakout space
- The coffee and tea station, and plates/utensils/etc are available for an additional fee- please do not use unless your group has requested these amenities, or is willing to add them on day-of

Cleanup Checklist

- ☐ Remove all event items from refrigerator
- ☐ Cleanup remaining food and food-related items - take it with you or throw in the trash/recycling
- ☐ Spray and wipe down all counters used (cleaning supplies provided)
- ☐ Cleanup any remaining mess or trash items on the floor, counters, etc
- ☐ Sweep, and spot-mop as needed
- ☐ Assist the staff host with trash and recycling removal as needed