

SAN JOAQUIN VALLEY SWISS CLUB, INC.

MEMBER FACILITY USE RULES AND RENTAL AGREEMENT

Any member who has been a member in good standing for at least two years may rent the Hall and/or Park for private, personal parties or receptions, if approved at a regular, special, or general meeting. The facilities belong to the entire membership and care must be taken to preserve them. The following rules and regulations are binding upon the renter(s).

1. The Hall will not be rented for any date or for any purpose within 6 days of a Club sponsored function. Exceptions are Club sponsored Jass parties, any Club meeting or member funeral.
2. The cost of rental shall be one-half of a non-member rental fee (currently \$1,200), \$600 for a 24-hour period, which entitles the renter use of all the facilities. Access to prepare for the event will be granted any time after 9AM -8:00 pm the day prior to the event; and from 9:00 am until close at 1:00 am for the event; Clean Up and removal of items until 12:00 pm noon the day following the event. **Rent must be received 30 days prior to the event.** In addition, a **cleaning fee of \$500 is payable to the Club 10 days prior to the event.**
3. Funeral Reception/Celebration of Life Rental: Upon the death of any member, the immediate family may use the Hall at **NO CHARGE** for a funeral reception/celebration of life pending availability. There is a \$500 cleaning fee. Approval for use of the Hall can be granted by any member of the Board under this circumstance. Access to prepare for the event if no other event is taking place will be granted any time after 9AM -8:00 pm the day prior to the event; and from 9:00 am until close at 1:00 am for the event; Clean Up and removal of items until 12:00 pm noon the day following the event. If Hall has already been rented these times may be adjusted. **All fees are payable in advance.**
4. The Member is to secure a "Special Event Endorsement" naming the San Joaquin Valley Swiss Club, Inc. as additionally insured for no less than \$1,000,000. With additional coverage for Alcohol and Liquor Liability. Security guards are recommended by the Club. If the member chooses not to obtain guards, the member must sign a Club's "Hold Harmless Agreement" taking full responsibility for the event.
5. Setting up and taking down of the tables, chairs, and/or benches and wiping them clean is the responsibility of the renter. Tables may be set up on the dance floor, but care must be taken that they not be dragged on the floor. If tables, chairs, benches, or other equipment is used out-of-doors, they must be returned to the Hall, and not left outdoors overnight.
6. When a member rents the Hall and the kitchen is used, the caterer must supply all cooking equipment. One coffee pot will be available. Kitchen and coffee pot must be left clean by the renter.

7. Upon request, the walk-in refrigerator may be used, but renter is responsible for any inventory stored therein.

8. When decorating, NO tacks or staples are to be used, only masking tape, or command hooks, may be used, which must be removed at the end of the event. Spills of liquids are to be wiped up immediately to protect the floors.

9. Use of the microphone system is not available, or special arrangements must be made with the officers of the Club or their assignees.

10. Renter is responsible for locking and securing the facilities. The central heat/air and fans must be turned off along with the stoves, appliances, water in men's restroom urinals, and all lights, except the EXIT signs.

11. ALCOHOL: No alcoholic beverage consumption is not allowed in the parking lot. No one under the age of 21 shall be served.

12. MUSIC: Music/Entertainment is at the discretion and cost of the User. Bands/DJs may not set up equipment at the facility until the morning of the scheduled event. NO BAND PRACTICE WILL BE PERMITTED. The management is not responsible for Band/DJ's equipment. All equipment must be removed at the end of the event. All music must stop at 11:59 pm in the Hall and 10:00 pm in the Park the day of the event.

13. Should there be a need for police to be called for disturbances, unruly behavior, etc. Management or assigned representative, reserves the right to close the Event immediately without further notice and forfeiture of cleaning and rental fee.

By signing below, the undersigned acknowledges that each has read, understands, and received a copy of these Facility Use Rules and Rental Agreement. If there is more than one User, each is individually and mutually responsible.

MEMBER/FACILITY USER: _____ DATED: ___ / ___ / ___

_____ PRINT

MEMBER/FACILITY USER _____ DATED: ___ / ___ / ___

_____ PRINT

MANAGEMENT: _____ DATED: ___ / ___ / ___

_____ Print PHONE (____) ____ - _____

Approved Date: ___/___/___ Event Type: _____ Number of People: _____

Rental: \$600.00 Check # _____ Funeral \$0.00 Cleaning \$500.00 Check # _____