

FOR BPOA USE ONLY:**Renter Name:** _____Broadmoor Resident? ☐ YES ☐ NO
*(Discount applies only if dues are Current)*POA Dues Current? ☐ YES ☐ NO
AMOUNT OUTSTANDING? \$ _____

Date of Rental: _____ Agreed Begin Time: _____ / End Time: _____

Type of Rental: _____ (ie. Bday Party, Funeral, Baby Shower, Etc.)

Certificate of Insurance Rcvd? ☐ YES ☐ NOWill there be Children under the age of 25? ☐ YES ☐ NO Will Alcohol be Served? ☐ YES ☐ NOIf so, is Security Required? ☐ YES ☐ NORental Amount Due: ☐ \$400 ☐ \$320Security Amount Due: \$400.00***PAYMENT RECEIVED:******\$720 or \$800 paid as follows:*** Amount Paid: \$ _____Date Paid: _____ Method of Payment (Check One): ☐ Zelle ☐ Cashier's Check ☐ Money Order ☐ Cash

BPOA Member who will unlock/lock doors after Function: Unlock: _____ Lock/Inspect: _____

After Inspection, Return of Security Deposit as noted below (to be reviewed at next Board Meeting):Return Security? ☐ YES ☐ NO(Describe below if returned and how, or if not returned in full or part explain outcome)
If NO why? _____

Amount Returned: \$ _____ Date Returned: _____

Broadmoor Property Owners Association
501 – 87th Street, Broadmoor Vlg, CA 94015
Community Center
Rental Agreement

Maximum Occupancy Load: Seated - 65 Standing - 100 (*State Fire Code Regulations*)

In this Rental Agreement the **Lessor** is BPOA and the **Lessee** is the individual renting the facility and by signing the Rental Agreement agrees to the following Rules and Regulations for the use of the Broadmoor Community Center located at 501 – 87th Street, Colma, CA 94015. The **Lessee** agrees to rent and use the hall for his/her personal use and not for any other person or organization. The **Lessee** shall be present at the hall during the entire rental period and follow the rules in the Agreement or forfeit their Security Deposit.

1) Smoking:

Read and Initial _____

There is ***No Smoking*** allowed in the facility, including in the restrooms. Smoking is permitted outside the building, however cigarettes must be disposed of properly and not in the parking lot, lawns or other areas of the property.

2) Clean-Up:

Read and Initial _____

- a. Hall must be left clean including kitchen, restrooms, hallways, driveway and yard. Kitchen counters, cabinets, sink, stove and refrigerator must be left clean. (Refer to Pages 3 and 4 of the Cleaning Checklist).
- b. Black garbage containers in bathroom must be emptied into large garbage cans with other debris.
- c. All garbage and debris must be placed in the one Large garbage can; garbage bags tied and left in Garbage Closet. Any additional garbage or debris that does not fit into the Large can must be hauled away by **Lessee** in their **own garbage bags**. **Lessee** shall use the blue **Recycling Can** for ***empty*** plastic bottles and ***empty*** aluminum cans and **Lessee** must take recycling home upon departure.
- d. Any litter outside or adjacent to the center (on lawns, bushes, parking area or sidewalk) must be picked up and placed in garbage cans and/or hauled away.
- e. Upon departure, all lights, heater and stove controls must be turned **OFF** and outside lights must be left **ON**. All doors shall be closed. **Lessee** shall call BPOA to have the doors locked.

3) Security:

Read and Initial _____

In accordance with the State Department of Alcoholic Beverage Control, no alcohol beverages may be served to persons under 21 years of age. All alcohol must be consumed inside the building and drinking beer, wine or any other alcoholic beverages is not permitted on the outside grounds. Additionally - A uniformed Security Officer (secured and hired by you) will be required when:

People attending are **under the age of 25 years** and alcoholic beverages are served. **In this case, 72 hours prior to your function we require the name of Security Officer/Company and contact information for verification.**

4) Noise:

Read and Initial _____

The Broadmoor Police Department reserves the right to evict anyone who violates Sec. 415 (Disturbing the Peace). There shall be no loud noises or loitering outside the Community Center. Please respect the neighbors of the Center by keeping noise at a minimum. **DJ's and/or amplified equipment over 100 Watts is not permitted in the Community Center. All equipment must be plugged directly into the nearest outlet and extension cords are not permitted.** The hall has WIFI which is posted on the walls.

5) Decorations:

Read and Initial _____

Tacks, nails, staples, scotch tape, packing tape, duct tape, masking tape **or any other fastening device** shall **not** be used on the walls, doors, windows, floor, ceiling or light fixtures, etc. Decorations may only be hung from the **white hooks** over the doorways, windows and over the kitchen counter opening. Standing on tables or chairs is **not** permitted. **Lessee** may use the small ladder to reach the **white hooks**. **Lessee** shall not alter or move existing signs or decorations belonging to **Lessor**.

Note: Candles with open flame **are not permitted** in the Community Center.

6) Tables & Chairs:

Read and Initial _____

There are **10 tables and 65 chairs** stored in the closet. **Lessee** shall set up the tables and chairs for their use and may not block the two entry doors. Standing on tables or chairs is **not** permitted. Tables and chairs must be cleaned and placed back in the closet and chairs stacked, cushions up, in two equal piles directly on top of each other as per the visual instructions provided on the closet door.

7) Play Equipment:

Read and Initial _____

There shall be no play equipment permitted in the Hall or on the exterior grounds of the Community Center; **such as, moon-walks, pony rides, jumpers, roller skating or skate boarding, etc.**

8) Community Center Grounds:

Read and Initial _____

- a. Cars are to be parked only in designated parking spaces and not on gravel areas or entry ramp.
- b. Handicapped Parking space to be utilized by vehicles with appropriate permit/sign.
- c. Entrance and exit to parking lot is one-way – observe the signage. Do not back into spaces.
- d. No sitting or climbing on the monuments, flagpole, trees or memorial bench.
- e. Functions to be held inside and not on the lawn or parking lot. No grilling or barbecue on premises.
- f. Children should be supervised and not permitted to play on the lawn or in the parking lot

9) Reservations:

Read and Initial _____

Reservations will be confirmed following receipt of the entire Security Deposit and Rental Fee which shall be paid by Zelle (to BroadmoorVlgdemands@yahoo.com), cashier's check, money order or cash. No personal checks will be accepted.

10) Cancellation:

Read and Initial _____

Cancellation of a confirmed reservation must be made one month prior to the date of the function or the entire Rental Fee will be forfeited

11) Rental Fee:

Read and Initial _____

The fee for rental of the Community Center is **\$400.00**. If the **Lessee** is a Broadmoor Property Owner/Resident, and Property Owner's Assessment Fees are paid up to date, the Rental Fee is **\$320.00 (a 20% Discount)**. Function period is for a maximum of eight (8) hours. We will allow a maximum of 2 hours prior to the start of your function for set-up. Functions must cease by **9:00 p.m.** The building must be vacated by **10:00 p.m.** **Lessee will lose their Security Deposit if departure is after 10pm.**

12) Security Deposit:

Read and Initial _____

A Security Deposit in the amount of **\$400.00** shall be paid at the time of booking, along with the Rental Fee, which shall be paid by Zelle (to BroadmoorVlgdemands@yahoo.com), cashier's check, money order or cash. **Lessee** shall forfeit the Security Deposit if the Community Center and/or the grounds have been left unclean and/or damage to the property has occurred. **Lessee** shall be financially responsible for any and all damages up to the replacement value in addition to the **\$400.00** Security Deposit. The BPOA Board of Directors will determine if the Security Deposit will be returned at the next scheduled BPOA meeting. Refunds will be mailed to **Lessee** within a week following that meeting.

13) Hold Harmless Clause: (See Attached List of Event Insurance Providers)

Read and Initial _____

Lessee shall hold harmless the Broadmoor Property Owners Association and the Broadmoor Board of Directors for any injury or loss of property. **Lessee** shall obtain insurance coverage (whether you use Event Insurance or use your property insurance) for the time of rental. **Lessee** shall provide at least 72 hours before their event a Certificate of Insurance naming the Broadmoor Property Owners Association as an additional insured. The **Lessee** shall be responsible for damage or injuries, real or personal, received by any of persons attending their function. The **Lessee** shall also be held liable and responsible for any damages to the Community Center or grounds.

I, the undersigned, read the provisions of this Rental Agreement and assume full responsibility for any injury to person(s) on the premises during my occupancy; and I am solely responsible for any damage to the Community Center and grounds located at 501- 87th Street, Colma, California; and shall observe all of the aforementioned Rules and Regulations as stated in the Rental Agreement or forfeit the Security Deposit Fee. (For questions, email BroadmoorVlgDemands@yahoo.com / Phone [650-699-4139](tel:650-699-4139))

Lessee: _____ Phone: _____ Email: _____

Lessee Address: _____

Lessee Signature: _____ Dated _____

PHONE NUMBER

OR EMAIL FOR BPOA TO USE FOR ZELLE TO RETURN ANY DEPOSIT DUE: _____

Note: Rental Deposit Returns are not returned until a quorum vote during next Board Meeting (3rd Thursday of each month).

Signature BPOA Member Taking Application _____ Dated _____

BROADMOOR COMMUNITY CENTER / HALL RENTAL CLEANING INSTRUCTIONS:

We will provide the following items:

- Brooms / Mops / Floor Cleaner
- Large Trash Bags
- Cleaning Supplies: All-Purpose Cleaners / Clorox Wipes / Granite Counter Cleaner
- Bathroom Seat Covers / Toilet Paper / Hand Soap / Trash Bags

All cleaning tools and supplies (even if empty) must be put back in the supply closet where found.

We will provide a check-in person to unlock the hall, go over these instructions and show you where everything is located. We will provide a check-out person to ensure the hall is left clean, and to re-lock the hall. If all conditions of the contract are met your deposit will be refunded.

Trash (Refer to # 2 of Rental Agreement):

1. NOTE: All trash must be taken by you and disposed of Off-Site. We DO NOT have the capacity to store trash after each event. Large Black Bags and Bathroom Trash Bags will be provided. You must leave trash cans empty and clean – we will refill them with fresh trash bags.
2. The above includes any debris that is left outside.

Tables and Chairs (Refer to #6 of Rental Agreement):

1. Both should be wiped down/cleaned of any grease or grime, particularly if tables are not covered.
2. These are for indoor use only.
3. Standing on tables or chairs is not permitted.
4. They should be returned/stacked back the same way following the photo provided in the closet.
5. The door to the closet should be left closed.

Walls/Doors:

1. Tacks, nails, staples, scotch tape, packing tape, duct tape, masking tape or any other fastening devices shall not be used on the walls, doors, windows, floor, ceiling, or light fixtures, etc. (inside or outside).

Floors:

1. All floors are to be swept of debris and mopped clean including the main hall, kitchen, hallways, and bathrooms. Cleaning supplies are available in the mop closet.

Kitchen:

1. If the stove and/or is used, they must be cleaned (interior of oven, stove, and burner surface). No dirt/grease or grime should remain.
2. Refrigerator should be left clean with no food left behind.
3. The kitchen granite counter to be cleaned thoroughly with granite cleaner and the Formica counter cleaned with all-purpose cleaner.
4. Kitchen Sink should be left clean and dry.
5. Any utensils/serving dishes that belong to the Hall should be cleaned, dried, and returned to their homes.

Bathrooms:

1. The toilet must be flushed with the lid closed. If soiled, the toilet must first be cleaned. Toilet bowl cleaner and toilet brushes are provided.
2. Trash and empty toilet paper rolls are to be taken and disposed of by you along with removal of all trash and recycling.
3. The sinks and toilet tank should be wiped down with all-purpose cleaner or Clorox wipes.
4. If soap dispensers are empty – LEAVE THEM – we will refill.

Security:

If you leave before end of event/assigned time and the check-out person has not arrived: (Refer to 2.e. of Rental Agreement).

1. All the lights must be turned off.
2. All doors must be closed securely.
3. Heater turned off.
4. Stove controls turned off.
5. Exterior lights on.

I have received, read, and understand the provisions of the cleaning instructions (this should be same person on Rental Agreement):

Renter:_____

Date:_____

SMALL EVENT INSURANCE PROVIDERS 1.2024

The Event Helper

<https://www.theeventhelper.com>

Eventsured

<https://www.eventsured.com>

Next Insurance

<https://www.nextinsurance.com>

Special Event Insurance

<https://www.specialeventinsurance.com>

Also Google Small Event Insurance. Geico, Progressive and potentially our own Homeowner's Insurance Company can Assist.