

RENTER RULES AND RESPONSIBILITIES (revised 2013)

Welcome to the South Bay Community Center.. The Center is for the use of our residents and their families. Please follow our guidelines and return the Center to the Manager in the same condition as it was prepared for you. Please understand that you may forfeit your entire security deposit if you fail to follow the following guidelines.

ASSEMBLY ROOM:

1. **DECORATIONS:** You may use the wires (running above the windows) and gold hooks to hang decorations. No nails are to be driven into any part of the building. Staple guns may be used if staples are removed after event. Please also remove all other tape, pins, tacks, etc.

2. **CANDLES** require prior approval from the Manager and must be dripless and used in fireproof containers. Suggest electric candles.

3. **ROOM PARTITION:** to be moved ONLY by the Maintenance Supervisor. Do not lean (or lean anything) against it. Repair cost is over \$2,000.

4. **TABLES:** Please pick them up if you have to move them.

5. **TABLECLOTHS:** If they belong to SBCC please leave them on the tables at the end of the event.

6 **CHAIRS:** Can be put away after event.

7. **FLOOR:** Sweep the entire floor (kitchen, also, if it is part of your rental.) Wipe up any spills. Please DO NOT WET MOP the whole floor.

8. **CONFERENCE ROOM** is not part of your rental unless previously arranged.

9. **STAGE:** Children are not allowed on the stage or to play with the pianos unless supervised at all times.. Children must also be supervised when playing outside.

KITCHEN:

1. If the kitchen is part of your rental, please be sure it is clean for serving food the following day.

2. Instructions for operating the kitchen equipment. and for clean up after will be posted in the kitchen.

3. The square stainless steel trap on the floor under the sink must have its contents emptied into a trash bag .

4. Please, NO GREASE DUMPED IN THE SINK.

5. Provide your own cooking, serving and CLEANING SUPPLIES, i.e. pots, pans, utensils, trash bags, paper towels, dishwashing soap, dish towels, etc.

6: Dumpster for garbage is located in gated area outside. Blue bin is for recycle. Please be careful to separate garbage from recycle items.

SEPTIC SYSTEM & BATHROOMS are very sensitive. Please keep the bathrooms clean, tidy, and ready for the next renter in order to secure your deposit.

1. Flush **ONLY** toilet paper. Anything else will cause the toilets and ALL the sinks to overflow. In that event call **Roto Rooter at 528-2898**. Your deposit may be used for payment.

ALCOHOL: Please do not allow your guests to become INTOXICATED. Prevent any altercations. Remember it is a crime to serve alcohol to minors. Consider hiring a security guard to stand by.

NOISE: Lower music volume after 10:00 p.m. Please be considerate of our neighbors .

LIGHTS: Outside lights come on automatically.

DOORS: All doors remain in the unlocked position during rental time. When your event is over **make sure you have all your belongings BEFORE** leaving the Center. Do not leave anything behind. We are not responsible for lost items.

The SBCC will be inspected when your event is over. We reserve the right to keep your entire deposit if you are not ready to vacate the premises at the agreed upon time or if the SBCC is not clean. It is possible another client will use the center right after your event; they will expect to find the SBCC clean and ready for their use. Pictures may be taken before and after your event.

Please understand that these rules have evolved over time and are not intended to offend anyone using this facility. **Thank you** for having your event at the SBCC. We hope you and your guests have an enjoyable event and that you find the Center to your satisfaction. In case we have

overlooked anything please bring it to the attention of the Manager as soon as possible. We would appreciate your taking time to send us your comments about your experience with the Community Center.

THANK YOU FOR TAKING CARE OF OUR CENTER.

Valerie Darnell SBCC Manager

I accept the terms of this agreement.

_____ Date _____
Signature of Renter

Alarm to be set at: _____ **EMERGENCY Phone** : _____