



<b>STANDARD RENTAL AGREEMENT FOR THE FERNDALE COMMUNITY CENTER</b>	<b>Ferndale Community Center Manager</b> <b>Phone 707-496-5498</b> <b>PO Box 726 Ferndale, Ca. 95536</b>
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Rev. 2/11/2016

Date of Event		Type of Event	
Applicant			
Responsible Person			
Mailing Address			
Home Phone		Work or Cell Phone	
Serving Alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No		Selling Alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Note: If alcohol is sold, a letter from the Community Center Manager is required by the Alcohol Control Board prior to obtaining a license.			
Letter from the Ferndale Community Center to ABC: <input type="checkbox"/> Yes <input type="checkbox"/> No			
RENTER has received a copy of this agreement <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>**Certificate of Insurance (minimum of \$1,000,000 Liability) required for all rentals**</b>			

**Rent Schedule**

Standard Rental (24 hours)	Deposit upon reservation <b>non-refundable</b>	Balance due 2 weeks prior to event	Total Rent	Separate Check for Refundable cleaning/ damage deposit - Due 2 weeks prior to event
Hall Only	\$150	\$750	\$900	\$300
Hall & kitchen	\$150	\$950	\$1100	\$350
Hall, Kitchen & Utensils	\$150	\$1100	\$1250	\$400

Rental day begins at 6 AM and area must be cleaned and cleared of all trash by 6AM the next day. Preparations may be started after 2 PM the day before the event, if the Hall/Kitchen is not reserved by others. Prior approval is required. Cleaning and trash removal may be extended to Sunday 12 noon if facility is not reserved by others. Prior coordination with the center manager is required.

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**Contact the center manager at 707-496-5498 to obtain the combination to the Center. Please read the following pages carefully. A copy of this signed contract will be given to you. The following pages go over what is expected before, during, and after your event. Please address any questions you have about policies and provisions before signing this contract. Please also be aware that you are responsible for the conduct of your guests during your rental. Any damages will be your responsibility.**

## GENERAL PROVISIONS:

- Certificate of Insurance: The Ferndale Community Center requires any individual or organization using the Community Center to furnish a Certificate of Insurance with a minimum of \$1,000,000 Liability Insurance to accompany your rental check two weeks prior to the event. Please have the certificate of insurance to include the following certificate holder:  
The Ferndale Senior Resource Agency/Ferndale Community Center  
PO Box 726  
Ferndale, CA. 95536
- Supplies: plates, cups and flatware: 395 settings; \_\_\_ round tables (5' diameter); \_\_\_ rectangular tables (8' x 29" \_\_\_); chairs.
- Hall Manager Access: The Community Center reserves the right of full access to the Community Center at all times to insure compliance with regulations.
- Restrooms will be cleaned and open on Saturday Morning. Handicap-accessible restroom will be available on set up day
- Handicap Access: Please keep the Front Door (The Front Porch) unlocked and accessible during your event. It is especially important that the door to the Handicap Ramp is unlocked and open.
- Non-operating equipment or services: Please notify the Center's Manager of non-operating equipment, electrical failures, water leaks, toilet problems, or damage.  
Any repairs necessary to correct damage caused by your event will be deducted from your deposit.
- Damage exceeding your deposit will be billed to the renter.  
It is your responsibility to bring to the Center Manager's attention any damaged or missing equipment or fixtures prior to taking possession or to your vacating the building.
- Smoking is prohibited in all city buildings, including the Community Center.
- The renter is responsible for the conduct of all guests.
- Children's Center Play Yard: This area is not to be used by renters of the Community Center. Renter will be liable for any damages in and around the Children's Center Play yard and any other areas in Firemen's Park.
- Bocce Courts: This area is not to be used by renters of the Community Center. Renter will be liable for any damages in and around the Bocce Courts – Please do not leave children unattended.
- Music / Loud Noise: Music and other sounds shall not be heard outside of the community center. Please remember that this facility is in a residential section of town – be considerate of our neighbors and turn your music down, especially after 10 p.m.
- Accidents: Immediately report any accidents occurring on Center Property.
- Lost or Stolen Articles: The Ferndale Community Center is not responsible for lost or stolen articles.

## IDEMNITY AGREEMENT

- Renter agrees to indemnify and save the City of Ferndale and the Ferndale Community Center Manager harmless from and against any and all accidents, injury or death, or loss of or damage to property, in whole or in part, arising out of Renter's acts or omissions in the use of the Ferndale Community Center, except to the extent such damage is solely due to the negligence of the City of Ferndale or the Community Center Manager.

## DECORATING: Hall Dimensions 91' L X 59' W

- Please use plastic-headed pushpins for hanging items on walls, posts and lattice. DO NOT USE tape, staples, nails, screws, or any fasteners other than pushpins.
- Ceiling hooks are provided for your use. Do not attach anything to the ceiling except on these hooks (suspended ceilings are very expensive to repair).

- Heavy electrical cords and other heavy items are not to be attached to the ceiling. Contact the Center's Manager to discuss any special decorating requirements.
- Ceiling tiles are NOT to be touched.
- Interior and Exterior decorations requiring attachment to the building MUST have prior approval by the Center's Manager.
- Decorations and displays requiring the use of candles and/or water must have prior approval by the Center's Manager.

#### **CATERING:**

- Business License: As required by Municipal Code, a valid Ferndale business license must be held by anyone hired to provide food service in the Community Center.

#### **ADDITIONAL INFORMATION / DAMAGE**

- Alcohol Beverage Control (ABC) will not accept cash. Their phone number is 707-445-7229

#### **CENTER CLEAN-UP:**

Clean up is to be done immediately following your event unless other arrangements have been made with the Center's Manager. If the hall, kitchen, bathrooms, and exterior grounds are not cleaned to the Center Manager's satisfaction, we will have the facility cleaned by others. The cost will be deducted from your cleaning/damage deposit.

1. Tables and Chairs
  - Remove all decorations, tape, etc.
  - Wash off all food, grease, etc.
  - Stack chairs 8 high only and use the hand trucks to move the chairs. DO NOT SLIDE OR DRAG, PLEASE. Floor damage will be deducted from your deposit.
  - Stack tables on the metal carts with the tops of the tables together (no more than 15 per cart)
2. Floors in Hall
  - The floor is expected to be thoroughly cleaned of all food, dirt, paint, scuffs, etc. For the final cleaning of the floor, use a wet mop with CLEAN WATER. NO SOAP OR CLEANING AGENTS are to be added to the water.
  - Carpet areas are to be vacuumed.
3. Bathrooms
  - Bathrooms are to be clear of trash and unfortunate accidents.
  - Fixtures are to be wiped clean.
4. Kitchen
  - All surfaces are to be cleaned of food, grease and dirt.
  - Utensils:
    - All dishes and silverware are to be thoroughly cleaned and returned to their appropriate cabinets.
    - All cookware is to be thoroughly cleaned and returned to their appropriate cabinets.
    - All items will be inventoried and inspected by the Center's Management. Missing items will be charged to the Renter.
    - **Be sure floors are thoroughly mopped and clean with no sign of grease, food or dirt.**
  - Stove
    - All surfaces are to be thoroughly cleaned of food, grease and dirt.
    - Remember the clean-outs for the grills and the sliding trays under the grill.
    - Be sure inside of ovens are cleaned with no sign of spills or grease.
  - Dishwasher
    - Instructions are posted near the unit
    - Center management is not responsible for any malfunction of the dishwasher.

**TRASH AND GROUNDS CLEANUP:**

- All trash is to be completely removed from the building and park the day of your event.
- **TRASH REMOVAL FROM THE PROPERTY IS THE RENTERS RESPONSIBILITY!**
- The porches, ramp and steps, as well as the grounds around the Community Center are also part of your clean up responsibilities.
- This includes cigarette butts.

**DEPOSIT:** The cleaning deposit will be refunded within 2 weeks after the building, tableware, utensils and equipment have been checked to verify that all items have been left in good condition. Should damages and or cleaning exceed the deposited amount, the renter is liable for the full replacement cost or repair..

**PRIVATE PLAYGROUND:** THE PLAYGROUND ON THE EAST SIDE OF THE COMMUNITY CENTER IS PRIVATELY OWNED AND NOT AVAILABLE TO THE RENTER UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE WITH THE FERNDAL CHILDREN’S CENTER.

**BOCCE COURTS:** THE THREE BOCCE COURTS TO THE SOUTH OF THE COMMUNITY CENTER ARE RENTED OUT SEPARATELY AND NOT AVAILABLE TO THE RENTER UNLESS RESERVED BEFOREHAND. PLEASE DO NOT LET CHILDREN PLAY UNATTENDED.

**Thank you for taking good care of our Community Center. Your rent is used to help support Youth and Community events held in this building. We sincerely hope that your event is successful.**

**SIGNATURES :**

_____		_____	
Renter or Representative	(date)	Community Center Manager	(date)

Make Checks Payable to:

Ferndale Community  
Center

Facility Street Address:

Ferndale Community  
Center 100 South Berding  
Street Ferndale CA 95536

*OFFICE USE:*

- \_\_\_\_\_ *Deposit*
- \_\_\_\_\_ *Security Deposit*
- \_\_\_\_\_ *Ins Certificate*
- \_\_\_\_\_ *Ltr to ABC*
- \_\_\_\_\_ *Final Rent*
- \_\_\_\_\_ *Return Cleaning*

**I was given the combination to the center Date \_\_\_\_\_ Renters Initials \_\_\_\_\_**