

GREEN VALLEY HOMEOWNERS' RECREATION ASSOCIATION

FACILITY RENTAL AGREEMENT

Office: 10739 Los Jardines West, Fountain Valley, CA 92708
714-962-8205/ Fax 714-962-4309/ Email: gvhra@aol.com

Circle Facility Requested: **Adult Clubhouse** Family Clubhouse Meeting Room Preschool Room

Name _____ Day: (circle) Sun Mon Tue Wed Thu Fri Sat

Address _____ Event Date: _____

Circle One: Homeowner or Renter Start Time _____ End Time _____

(Include set-up & clean-up time)

Home Phone _____ Cell Phone _____ Purpose of Rental _____

Email _____ Attendance _____ Will alcohol be served? _____

Agreement:

I hereby certify that I shall be personally responsible for any damage to the building or equipment on said premises. I agree to hold Green Valley Homeowners' Recreation Association harmless and free from any liability of any nature arising out of the use of the Association facility, and to include payment of any and all legal costs and fees incurred in the defense of such claims. I understand that the use of the Association facilities for other than community groups or private parties must be reviewed and approved by the Board of Directors and/or committee of the Association. I understand that the Board of Directors reserves the right to review and revoke a facility request if they do not deem it appropriate and in the best interest of the Association. Appropriateness of rentals will be judged based on the type of use, type of promotion or advertising, expected attendance and in the best interest of the Association. I agree to abide by and enforce all of the rules and regulations of the Green Valley Homeowners' Recreation Association and certify that I have read the rules and regulations on the back of this application.

Signature:

_____ Date: _____

Comments: _____

FOR OFFICE USE ONLY

A certificate of liability insurance, minimum \$300,000 coverage per occurrence, from your homeowner's insurance company is required which names the Green Valley Homeowners Recreation Association as additional insured for the date(s) of your rental. This must be turned in to the Association office no later than _____.

Security Deposit Fee:

Amount - \$500

Date Paid _____

Receipt Number _____

Received By _____

Renter Authorization

Approval _____

Date received certificate of insurance _____

Staff assigned to rental _____

Rental Fee:

Standard 4 Hour Minimum \$120

_____ Add'l Hours x \$30 = _____

TOTAL _____

Date Paid _____

Receipt Number _____

Received By _____

Fee Schedule for Rental Violations

- \$500 - Misrepresentation of Rental
- \$500 - Tobacco Use Inside Building
- \$250 - Exceed Room Capacity
- \$250 - Lost Keys
- \$100 - Exceed Noise Standards
- \$100 - Carpet Square Replaced
- \$50 - Police Called
- \$50-\$500 - Add'l Cleaning Required
- \$5 - Per Minute, If Not Out By End of Rental
- \$ - Actual Cost To Replace/Repair Damages

These fines were adopted by the Green Valley Homeowners' Recreation Association Board of Directors on May 29, 2012, Resolution 2012-46.

Initial Here:

I understand the above fee schedule _____

FACILITY RENTAL POLICIES AND PROCEDURES

The Applicant/Homeowner or authorized renter will be held responsible for all of the rules and conditions listed under the terms of this rental agreement.

1. **RESERVATIONS:** All applications for reservations must be submitted on this form. Reservations may only be made by a Green Valley homeowner or authorized renter, 21 years of age and older. Reservations must be made at least ten (10) working days prior to rental date. Cancellations must be made three (3) working days prior to rental date for full refund.
2. **HOURS OF OPERATION:** The Association facilities are available for rentals Sunday through Thursday from 6:00 a.m. to 11:00 p.m. and Friday and Saturday from 6:00 a.m. to 12:00 midnight. A rental must include both set-up and clean-up time in their reservation request. ALL INDIVIDUALS RESERVING THE FACILITY MUST VACATE PREMISES BY CLOSING TIME.
3. **FACILITY CAPACITY:** The maximum capacities were set by the City of Fountain Valley Fire Department and may not be exceeded. Adult Clubhouse - 63; Family Clubhouse - 58; Meeting Room - 12; Preschool Room - 40.
4. **NOISE LEVELS AND AMPLIFIED SOUND:** All amplified equipment must be kept on the inside of the facility. All levels of noise, both from facility users as well as from amplified sound, must be kept at a level that does not disturb the surrounding residential community. Green Valley Recreation Staff will monitor and determine a reasonable level.
5. **USE OF TOBACCO & ALCOHOL:** Alcoholic beverages may be served. Sale of alcoholic beverages is prohibited. Alcoholic beverages cannot be served to persons under 21 years of age. All tobacco products must be used outside and away from the building. Failure to comply will result in a loss of your security deposit.
6. **CLEANING:** General clean-up will be the responsibility of the applicant. All decorations, food items and anything else brought in by applicant must be removed from the facility. Counter tops, tables and chairs must be wiped clean. All trash must be placed in the dumpster located in the parking lot. All tables and chairs must be put away in the storage room in the same location as they were found. All property, equipment, walls, furnishings and rest rooms must be kept clean and undamaged. Applicant is responsible to ensure that no trash is left on the grounds surrounding the outside of the facility.
7. **OTHER RULES AND REGULATIONS:**
 - The applicant must be present at all times during the rental.
 - Rental does not include the use of the pool facility.
 - Gambling, use of profane language, boisterous talking, loitering or indecent conduct will not be permitted.
 - The applicant is responsible to ensure that their guests do not use the parking lot as a gathering place. All guest must remain in the facility and/or courtyard (FCH), patio (ACH). Outside areas are subject to reasonable noise levels. Reminder ... these facilities are in a residential area and the noise level needs to be kept to a minimum.
 - Charging an admission fee is prohibited for non-Green Valley sponsored events.
8. **SECURITY DEPOSIT:** A security deposit is required with all reservations. Failure to meet the conditions of the rental may result in part or in total forfeiture of the security deposit. The Green Valley Homeowners' Recreation Association Board of Directors has the right to assess additional fines as they deem appropriate. If all conditions of the rental are met to the Association's satisfaction, the security deposit will be returned within ten working days after rental.
9. **CANCELLATIONS:** For a full refund, cancellations must be made at least three (3) working days prior to rental.
10. **GREEN VALLEY RECREATION STAFF:** A staff person will be assigned to your rental. They will unlock the facility for you and provide you with a phone number to contact them as needed. They will check on you periodically throughout your rental. If you have any problems or concerns, please contact them. They will lock up the facility for you at the end of your rental. For rentals at the Adult Clubhouse facility - the staff person will give you a key for the rest room facilities. The doors are self locking when closed. Please make sure to give this key to the staff person at the end of your rental so that you are not charged for a lost key.
11. By signing on the front side of this form, you are in agreement to the terms and conditions as listed above.

FACILITY ADDRESSES:

Adult Clubhouse - 17250 Los Jardines West, Fountain Valley, CA 92708

Family Clubhouse, Meeting Room, Preschool Room - 10739 Los Jardines West, Fountain Valley, CA 92708

CLUBHOUSE EQUIPMENT:

6 - 60" round tables

6 - 6' rectangular tables

60 - stacking chairs

Each clubhouse has a full kitchen with oven, stove, microwave, refrigerator, sink, garbage disposal and serving counters.