



SAN GERONIMO VALLEY COMMUNITY CENTER
6350 Sir Francis Drake Blvd. P.O. Box 194
San Geronimo, CA 94963 Phone: 415-488-8888 #250 Fax: 488-9398
admin@sgvcc.org www.sgvcc.org

Guidelines and Agreement for Renting Space at the Center

As a service to the community, it is the policy of the Community Center to make its facilities available on a rental basis to its Sponsors and to other individuals and community groups and organizations for meetings, events, classes, parties, shows, concerts and other activities. Space is available on a first-come first-serve basis and reservations need to be made in advance by calling the Community Center at (415) 488-8888 ext. #250 .

Valley Room

The Valley Room is approximately 750 sq. feet and will hold up to 100 people. There are 85 folding chairs and 6 folding tables (6'X 3') and 6 round tables (4') available. It also has an upright piano for use.

West Room

The West room is approximately 600 sq. feet and will hold up to 60 people. It also has a grand piano for use. Folding chairs and tables are available. (See above.)

Kitchen

We have a fully equipped and beautifully tiled kitchen which, is also available to rent. It includes use of a six burner gas range, double size oven, Large commercial refrigerator, dishwasher and other small appliances.

Classrooms #9 & #10 We are currently leasing 2 classrooms from the Lagunitas School District that can accommodate meetings, classes and smaller gatherings and events. Each room (located behind the Center in the Montessori building) is approximately 400 sq. feet and has tables and chairs available for use.

The rates for room rentals are as follows:

LEVEL I RATES

- ❖ For private rentals, parties or weddings
- ❖ For business events or a one time class used for income

Option A) 4 Hour minimum rental that includes Valley Room, West Room, Lobby and Kitchen for \$300 and \$30 per hour for each additional hour. A 50% deposit and refundable \$100 security deposit is required to secure the rental.

Option B) Individual room rental rates are \$35 for the 1st hour and \$30 for each additional hour. (Kitchen rental would be \$25 per hour.) A 50% deposit and refundable \$50 security deposit is required to secure the rental. (\$100 cleaning and security deposit if kitchen is used.)

LEVEL II RATES

- ❖ For Non Profit Organizations
- ❖ For Public Agencies
- ❖ For Classes open to the public

\$25 per hour for each room. \$25 per hour to rent the Kitchen

*If a group or individual commits to a 3 month minimum of scheduled weekly rentals AND becomes a Center Sponsor, the rate is than discounted to \$15 per hour for each room and / or the kitchen. The deposit required is \$50 (or one month's rental if more than 1 hr. per wk.) The last 2 months will be billed to the renter.

WE OFFER A 20% DISCOUNT TO CENTER SPONSORS (see next page)

RENTAL GUIDELINES

Center Sponsorship is available as follows. The discounted rental rate can be used for all SGVCC rentals for 1 year from date of sponsorship.

***Individual Sponsorship: \$50 per year**

***Business Sponsorship: \$100 per year**

People who rent the facilities at S.G.V.C.C. agree to the following guidelines:

1. Payment: A 50% deposit is required at the time the rooms are reserved. In the event of cancellation, the deposit will be returned if notice of cancellation is received at least one month in advance. Renters are responsible for providing the balance of the payment at the time the key is picked up unless other arrangements for billing are made in advance.

2. Cleaning & Deposit: A \$50 refundable cleaning and security deposit is required with each rental. If the kitchen is rented, the total deposit required is \$100. Please include **a separate deposit check** with your balance due. This check will be held and returned to you if the room(s) rented are found in a clean and acceptable condition.

3. Keys. Call 488-8888 ext. #250 one week prior to your event to make arrangements to pick up keys to the Center and for the room(s) that you are renting. Keys can generally be picked up during regular business hours, 9 AM to 5 PM, Monday through Friday, but call first to be sure that someone will be available when you plan to come by. When you pick up the key(s) make arrangements for their return with the person who gives you your keys. *There is a \$10 key deposit refunded upon return of key.*

4. Chairs and Tables: Folding chairs are in a storage closet between the Valley Room and West Room. Because the room is in frequent use, it is generally not possible to set up the chairs prior to the time that you will be using the room. Chairs and tables need to be put back in the storage closet in a safe and orderly manner after using the room. Please replace them according to the guide posted in the closet.) Do not drag furniture across the floors. This often damages the surface.

5. Breakage or Damage: It is the responsibility of the renters to repair or reimburse S.G.V.C.C. at fair market value for any breakage or damage to equipment or facilities.

6. Cleaning: All renters are responsible for assuring that the space that they rent is left in a clean and organized condition in which it was found. This may entail sweeping or mopping the floors of the room(s) and/or hallway and cleaning the kitchen including the stove, sink and refrigerator, if used. A Broom and dust mop are located in the storage closet next to the tables. Additional cleaning supplies are located in the outdoor custodial closet, which faces the entry to the Men's bathroom on the East side of the building. There is a lock on the closet which can be opened with your rental key. Please put the supplies and equipment you use from this closet back, and lock it when you are through. All garbage, cans and bottles should be put in the appropriate bins in the Outdoor Recycle/garbage bin located on the west side of the building. Any garbage in excess of what can fit in these receptacles must be carted away by the renters.

7. Locking Up: After you have finished using the space in the Community Center (including cleanup) please be sure that the lights and the fans are turned off, the heat thermostat is set at 58 degrees and that all windows and doors are locked. All chairs and tables must be put back into the storage closet in a safe and orderly manner and floors must be swept.

8. Art Displays : The Valley and West Rooms are used to display monthly rotating gallery exhibits by local artists. Gallery art can not be moved during your rental.

9. Additional Equipment Use: Audio & Video equipment is available for use at an additional cost at the discretion of the Center Director. Please inquire about equipment needed for your gathering.

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RENTAL AGREEMENT
Please print clearly and return to SGVCC

NAME _____ PHONE _____

ADDRESS _____

EMAIL ADDRESS _____ Name of Org. _____

DATE(S) OF RENTAL _____ from _____ am / pm to _____ am / pm

(Note: In figuring your hours, please be sure to include total set-up and clean-up time.)

We offer a 20% discount for Center Sponsors !

I wish to become a Center Sponsor

\$50 Individual Sponsor) or \$100 Business Sponsor

The Community Center is a nonprofit 501(c)3 organization and sponsorship donations are tax deductible. Donations of any amount are graciously accepted and appreciated.

I am already a Center Sponsor and wish to apply my discount. Date sponsorship last paid _____

*** Option A: 4 hour minimum rental of Valley Room, West Room, Lobby & Kitchen for \$300 + _____ # of extra hrs. for Valley Room, West Room or Kitchen (\$30 per hour / per room)**

*** Individual Room rentals (see rate levels on page 1)**

Valley Room # of Hrs of use: _____ @ \$ _____ per hour = \$ _____ (Extra charges for 1st hr.

West Room: # of Hrs of use: _____ @ \$ _____ per hour = \$ _____ of use per room if

Kitchen: # of Hrs of use: _____ @ \$ _____ per hour = \$ _____ applicable) \$ _____

Room #9: #of Hrs of use: _____ @ \$ _____ per hour = \$ _____

TOTAL \$:

I am renting for a weekly series of on-going classes or meetings. # of Weeks: _____ Day of Wk: _____
 Name of Class: _____ Open to the Public? Yes No

Rental charge: \$ _____ + Sponsorship & / or Equipment fees: \$ _____ = Total Owed \$ _____

50% of Rental Fee is required as a Deposit at time of Booking. Dep. amount: \$ _____

Balance of rental is due on or before your rental date **Balance Due \$ _____**

I agree to pay a Refundable Cleaning and Security deposit in the amount of: \$ _____ (See Page 2)

(Please include a SEPAERATE CHECK with your balance.)

I have read the rental guidelines and agree to the terms and conditions of space rental at SGVCC

Signature _____ DATE _____

For office use only

Dep. Ck # _____ Date pd. _____ Amount _____ Cleaning Deposit ck # and amount: _____

Bal. Ck.# _____ Date Pd. _____ Amount _____ Key #s _____ date returned _____

SGVCC RENTAL CHECKLIST

Before Your Rental

- Call the Community Center at (415) 488-8888 ext. #250 to reserve space on our calendar.
- Send in reservation form within 2 days of receipt to SGVCC, PO Box 194, San Geronimo, CA 94963 with 50% deposit to confirm reservations.
- Pick up keys during the Center's regular business hours: 9 AM to 5 PM, Monday - Friday during the week before your event. Call the Center at 488-8888 ext. #250 one week prior to the event to arrange for key pickup. Please be sure your balance is paid and your separate cleaning and security deposit has been received before your rental date.

After Your Rental

- Make sure that all chairs and tables are put back into the storage closet in a safe and orderly fashion (see the posted guide in the closet) and that all furnishings in the room are put back the way they were found. PLEASE DO NOT MOVE PIANOS!
- Sweep and if necessary, mop the floor. Cleaning Supplies are located in our Custodial Closet located outside the men's bathroom in the East portico wing.) Your rental key will open the pad lock on this closet. Please replace all cleaning materials and re-lock the door.
- If you have used the kitchen, please make sure that floors, all equipment, utensils, dishes, sink, stove etc. that you have used are left in a clean and orderly condition as you found them.
- Turn off lights and fans in rooms that you have used. Make sure that the lights and fan switch in the Valley Room clicks off.
- Close and lock all windows.
- Turn heat down to 60 degrees. (Thermostat key in chair closet between Valley and West Room.
- Put all refuse in proper recycling receptacles. Cart away any refuse that cannot fit in trash and recycling bins that are provided.
- Turn off all inside lights. Leave one set of outside lights (switches are in center of lobby hallway) if you leave after dark.
- Make sure all doors are locked before you leave the Center, including the doors to the Valley, West Rooms and the doors leading outside.
- Before you leave, put keys through the lower door slot of the Valley Resource Center office. Lock yourself out of the building.

**We hope your event or gathering is a success and that you enjoy using the
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