

COMMUNITY CENTER RENTAL AGREEMENT

Reservations: All reservations must be made prior to rental of the Center. Availability is on a first come/first serve basis. No one will be turned down unless the Center is already reserved for that date. We reserve the right to refuse rental if prior history shows negligence.

Refund of deposit: The Center will be inspected for cleanliness and damages within 72 hours after rental date. Provided the Center is in good condition, deposit will be promptly refunded. The keys and completed Cleaning Check List must be returned within 72 hours from the rental date.

Fee Schedule:	Special events	Call for rate
	Funerals/memorials	No charge
	Community meetings	No charge
	Hourly rate (2 hour minimum)	\$ 15.00
	All day	\$125.00
	Kitchen rental (2 hour minimum)	\$ 25.00
	Cleaning deposit (required, see below)	\$100.00
	TOTAL FEE COLLECTED	\$ _____

Certificate of insurance required: Yes/No

Will alcohol be served? Yes/NO
*Alcohol Beverage Control (A.B.C.) permit received Yes/No Lic# _____

Cleaning deposit: A portion or all of the deposit will be retained if, upon inspection of the Center, there appears to be any damage and/or the Center's cleaning crew was used to clean the Center after the event. The completed Cleaning Check List will be returned with the keys before all or a portion of the deposit is refunded.

NOTE: Nails, tacks, staples, and/or tape used on any walls or ceiling are not allowed (it is allowed on brown beams). The walls and ceiling will be inspected before refunding all or a portion of the deposit.

The completed Cleaning Check List must be returned with the keys before refunding all or a portion of the deposit.

Occupancy: A maximum of _____ persons is allowed per Fire Department.

Please make check payable to: Westwood Chamber
Mailing address: PO Box 1247
Westwood, CA 96137

Phone: (530) 256-2456

* Required if selling alcohol

**WESTWOOD AREA CHAMBER OF COMMERCE
PO BOX 1247
WESTWOOD, CA 96137
(530) 256-2456**

APPLICATION FOR USE OF COMMUNITY CENTER

Name of person or organization to use the facility: _____

Person requesting use: _____ Home Phone: _____

Physical address: _____ Work/Cell Phone: _____

Mailing address: _____

Date(s) needed: _____ Time(s) needed: _____

Purpose/Description: _____ Equipment needed: _____

1. The above applicant assumes all responsibility for injury to persons while using facilities and/or equipment.
2. Any use of facilities and/or equipment must be approved by the Chamber board members.
3. **NO SMOKING** inside any facilities at any time.
4. The individual completing the application must be a responsible adult, an officer of the organization, or a person duly appointed by the organization to make such an application.
5. Use of the facilities shall be granted only if the proposed meeting/activity be of educational, political, civic, economic, artistic, moral, or recreational interest to the citizens of Westwood.
6. The applicant assumes the responsibility for cost or repair or replacement of any damaged equipment and/or facilities.
7. Application **MUST** be approved at least one week in advance.
8. The applicant agrees to abide by the referenced policies.

The undersigned agrees to defend, indemnify and hold harmless the Westwood Area Chamber of Commerce, it's board members, officers, agents, and employees, individually and, collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgments including legal and attorney fees, arising from personal and bodily injuries, property damage or otherwise, however caused, brought or recovered against any of the above that may arise for any reason from or during, or be alleged to be caused by the undersigned's event. The undersigned further agrees to provide certificates of insurance for liability coverage and limits acceptable to the Board, when required by the Board, and further declares that I/We have read the regulations and rules and shall be personally responsible on behalf of the organization/individuals for any damage to the Westwood Community Center's property, furnishings, or equipment.

Signature of applicant

Signature of Board member

Date

Date

Fee for use of facility: _____

Payment received: _____

Receipt number: _____

CLEAN-UP CHECKLIST
For after use of the
WESTWOOD COMMUNITY CENTER

Kitchen and wash up room: Wash and put away all utensils and appliances belonging to the Center. Wash down all counter tops. Wipe out the sinks. Turn off all appliances used EXCEPT the refrigerators. Make sure there is no water running.

Bathrooms: Make sure there is no water running. Make sure toilets are flushed clean. Wipe out the sinks.

Big hall: Wash tables and chairs as needed. Put away all table and chairs in their proper place. Empty outside ashtray into trash can. Make sure heater control is set at the correct setting. Wipe out the water fountain. Clean the glass front doors.

All rooms: Sweep and wash all floors. Collect all trash from kitchen, wash room, bathrooms, and big hall. Condense as much as possible and deposit into the dumpster outside the center. Put fresh trashcan liners in the trash cans and put them back where they were. Take home EVERYTHING that you brought to the center. Put away all cleaning tools and materials. Check all outside doors and windows to make sure they are closed securely. Turn out the lights. Lock the front door behind you. Return the key and this signed check list to the Chamber office.

Signed: _____ Date: _____

In the interest of good community relations please try to follow all points on the check list. You could even leave it cleaner than you found it if you are so inclined. Thank you, the Westwood Area Chamber of Commerce.

COMMUNITY CENTER RENTAL CHECK LIST

BATHROOMS

	Before Rental		After Rental	
	Clean	Dirty	Clean	Dirty
Floor	_____	_____	_____	_____
Sinks	_____	_____	_____	_____
Toilets	_____	_____	_____	_____
Garbage	_____	_____	_____	_____

MAIN HALL

Floor	_____	_____	_____	_____
Door	_____	_____	_____	_____
Walls	_____	_____	_____	_____

KITCHEN

Floor	_____	_____	_____	_____
Counters	_____	_____	_____	_____
Stove	_____	_____	_____	_____
Refrigerator	_____	_____	_____	_____

EQUIPMENT

Tables	_____	_____	_____	_____
Chairs	_____	_____	_____	_____

Keys must be returned to the Chamber office (at the Visitor's Center) on the next business day after use. We are open Friday and Saturday from 9am to 2pm. A walk-thru must be done before deposit is returned.