

Folsom Community Center/ Robert H. Miller III Rotary Clubhouse

Office: (916) 461-6620 Fax: (916) 351-3522

Rental Policies Reminder

Group Name: _____ **Event Date:** _____

This rental policy reminder is provided to help you, and those assisting you, to remind you of some of the most important policies and information that will affect the return of your security deposit. Please read over the information below and share it with members of your group who may be helping with decoration, food and beverage, and most importantly, clean up. Remember that Community Center Staff and you or your representative will conduct a post event inspection to make sure the facility is left in a clean and undamaged condition. Please initial beside each item, then sign and date the bottom of this form. If someone other than you will be responsible for the post event inspection, please provide us with this person's name in the space below your signature.

The contracted rental time must include all the time necessary for decoration, food preparation, and clean up. Facilities will not be opened prior to the rental time for caterers, musicians, decorators, or deliveries, nor will the facilities be left open for cleaning or equipment takedown. Please inform your vendors that they must vacate the facilities prior to the end of your contracted time to avoid any charges being applied against your security deposit.

Your contracted rental time begins at _____ and expires at _____.

If any member of the rental party and/or its vendors occupy the facility before or after this contracted time, a charge of:

(circle one) **Ballroom \$300/hr** **East/West Room \$200/hr** **Rotary Clubhouse \$150/hr** **Activities Room \$100/hr**

will apply against the security deposit. Note: A full hour is charged fifteen minutes past contracted time and each sequential hour that follows.

Initials _____

All decorations, and equipment must be taken down and removed from the facility immediately after an event.

- The facility, including tables, chairs, and floors must be left clean and free of debris and spills.
- **Confetti, glitter, rice, birdseed, hay bales, sand, and fog machines are not permitted. False fire alarms caused by fog machines/ hazers or any negligence on renter's behalf will result in a \$400 charge for reimbursement of the fire department responding.**
- Any excess trash not in receptacles must be taken out to the garbage dumpster.
- Boxes need to be flattened before putting into dumpster.
- The kitchen and bar, including all appliances, counters, and floors must be thoroughly cleaned and returned to their pre-event condition. See "The Caterers' Cleaning Responsibilities" posted throughout the kitchen and bar. In addition, trash including recyclables must be removed from these specific areas and placed in dumpsters outside of kitchen.
- The Community Center/ Rotary Clubhouse will only provide a broom, dustpan, mop, and floor cleaning solution (trash liners will be provided upon request).
- Charges may apply if any of the above stated are not fully satisfied. An inspection by city staff will follow the event.

Initials _____

Optional Cleaning Package (Community Center only) available for \$300. This package includes cleaning of Bar counters, cabinets, appliances, sinks, floors, and trash removed. In addition, Ballroom floors and furniture will be cleaned and freed of debris/spills, and excess trash will be removed. No other services are included with this package. If accepted, renter will be removed from liabilities specified in cleaning package only. Renter must accept **optional cleaning package** and pay in full at least two weeks prior to event date. **(Optional Cleaning Package does not include kitchen cleaning. Clients must clean kitchen prior to end of rental time.)**

Optional Cleaning Package (please initial one only): accept _____ decline _____

I have read and understand the above policies. I understand that I am required to conduct a post event inspection with facility staff prior to the end of my rental time. I understand that my security deposit, or portion thereof, may be retained if the facility is not left in a clean and undamaged condition, or if the rental time is exceeded.

Signature of Rental Representative

Date

Print Name

Post Event Contact Person