

Att Action B

Mountain Health & Community Services, Inc.

31115 Highway 94 • Campo, CA 91906

Phone: (619) 478-2384 • Fax (619) 478-9473 • www.mtnhealth.org

Dear future Event Holder,

Thank you for your interest in the Mountain Empire Community Center, located at 976 Sheridan Rd., Campo. Enclosed are general rules, regulations and policies for all groups utilizing this facility. Please read each section carefully. You will be asked to sign a form indicating that you understand the information and will adhere to the rules. Generally, the first step is to inquire about your preferred date's availability. **No date is reserved until the Rental Agreement and accompanying deposits are received and accepted according to the rental application.** Interpretation of this policy will be made by the Chief Executive Officer or her designated representative.

If you have any questions or would like to set up an appointment, please call 619-478-2384. MHCS looks forward to helping you have a successful event.

Thank you

Mountain Empire Community Center

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Mountain Empire Community Center Rental Application

NAME OF INDIVIDUAL/GROUP _____

Requests the use of the Mountain Empire Community Center facilities located at 976 Sheridan Road, Campo, for the purpose of: _____

On (date) _____

Time: _____

**Please note that renting the Main Hall does not include the rental fees for the kitchen.

Rental Rates

Room	Square Feet	Reg.Hr/Day	Membership- Hr/Day
Main Hall	2581	\$50.00 per hour/ \$250.00 per day	\$25.00 per hour/ \$125.00 per day
Kitchen		\$75.00	\$50.00

*** Rental Rates after hours may be charged extra for security or Mountain Health employee on site.

Classes or Instruction rates are to be determined at time of rental and scheduling of classes.

Rental Fees:

Half of the rental fees are due at the time of booking and the other half of rental fees are due 24 hours prior to the event.

Cleaning Deposits:

All rentals of the Community Center will require a \$100.00 cleaning deposit, which will be refunded after the rental check off list, has been signed and approved concluding that the center was clean with no damage. MHCS will have five business days after the rental to return the cleaning deposit. All deposits are to be paid in full two weeks prior to the event.

If you will be serving alcohol at any event the rental fees will be doubled due to liability purposes.

Maximum Capacity including all staff 125

*Exceptions of these terms can be made with prior approval from MHCS' CEO and will be based on the community need.

A 30 DAY NOTICE MUST BE GIVEN ON INTENT TO RENT. THE USE OF ALCOHOLIC BEVERAGES REQUIRES ALL REQUIRED COUNTY PERMITS AND SECURITY GUARDS OR CENTER REPRESENTATIVE AT EXPENSE OF RENTER.

By my signature hereto I assume full responsibility for any damages to the building and grounds on the date stated above. My security deposit will be refundable in full provided the building and grounds are left in the same condition as when they were rented. I acknowledge that I have read and will abide by the rules and regulations as stated on this application. I understand that no admission charges of any kind are allowed. If there are to be admission charges or donations for services, I must have written permission and obtain the proper permits from the Sheriff's County Licensing Department in San Diego and the R.M.WD. Fire Marshal.

Rental fee for this event is _____. The after-hour Staffing Fee is _____.

Date paid:

SIGNATURE OF APPLICANT

PRINT NAME

Deposit:

ADDRESS

PHONE

MOUNTAIN EMPIRE COMMUNITY CENTER RULES AND REGULATIONS

HOLD HARMLESS The Mountain Empire Community Center, its agents, officers and employees shall not be, nor be liable for any claims, liabilities, penalties, fines or for any damages to the good, properties or effects of Permittee or any of the Permittee representatives, agents, employees, guests, licenses, invitees, patrons or clientele or any other persons whatsoever, nor for personal injuries to, or death of them or any of them, whether caused by or resulting from any acts or omission of Permittee in or about the premises or from any other causes or reason whatsoever. Permittee further agrees to indemnify and save free and harmless Center and its authorized agents, officers and employees against all liabilities, loss and damages of any nature whatsoever including all expenses, court costs and attorney's fees which the Center shall or may at any time sustain or be put to by reason of any liability for which the Permittee is responsible in connection with his operations within the building and grounds of the Community Center.

FEE:

1. One half of rental fees are due at the time of booking and the other half shall be paid 24 hours prior to the event.
2. Groups wishing to meet regularly over extended periods of time may make such advance payments on the basis of six months usage. No refunds will be made unless notice is received by the Mountain Empire Community Center not less than 72 hours in advance of the scheduled use of the center.
3. The Senior Nutrition program leases the facilities weekly on Wednesday, Thursday and Friday. The facilities are for rent on a first come, as available basis.
4. An event which occurs after the MECC' scheduled hours will require a \$25 per hour fee for the assignment of a MECC attendant. This fee is payable concurrent with facility use charges. The attendant will monitor the event and general facility use. Directions given by the attendant must be followed.
5. Cleaning deposits are required to be paid in full two weeks in advance when renting any part of the Community Center and are refundable less any cost incurred to clean up after renter.

With regard to cleaning, the center will be thoroughly cleaned following the event. All trash will be removed from the building and grounds and placed inside the dumpster and the dumpster lid closed. New trash bags will be placed into each receptacle used. Tables, chairs and other furnishings will be returned to their original location and configuration. Floors in each room used, including the restrooms, will be swept and mopped. Brooms, mops and cleaning supplies are provided. **EQUIPMENT AND FACILITIES MUST BE IN THE SAME CONDITION AS ON YOUR ARRIVAL.** Failure to adequately clean the Center to the satisfaction of management will lead to forfeiture of a portion or all of the security deposit.

Please note that you will automatically forfeit your deposit if the Community Center's air condition/heating is left on after the event.

The individual or organization making the rental arrangements shall be held liable for any damages to the facility or grounds during their time of occupancy.

RESERVATIONS

1. Reservations for the Center may be made at the Mountain Empire Community Center, 976 Sheridan Road, Campo. An application form must be completed and required fees (Please See Page 1) in order to reserve the Center. The request for use of the facilities will be automatically canceled if this requirement is not met, and the deposit forfeited.
2. Groups or individuals using the center periodically need not file more than one application provided the dates of use are listed on the original application and made advance payments on the basis of six (6) months usage. No refunds will be made unless notice is received by the Center no less than 72 hours in advance of the scheduled event. Groups using the Center for periods extending beyond 12 months will be required to renew their application on an annual basis.
3. **WE RESERVE THE RIGHT TO REFUSE FACILITY USE TO ANY GROUP OR INDIVIDUAL AT ANY TIME.**

RULES

1. There is **NO SMOKING** allowed in the building. Please make sure your guests comply. Use the containers outside main door for your cigarettes and cigars, not the ground.
2. The person whose name appears on the application shall be responsible for the conduct of the group using the Center.
3. The person whose name appears on the application shall be responsible for any damages to the facility, equipment, or grounds during the term of their agreement.
4. Music is permissible, however, all provisions of San Diego County Code of Regulatory ordinances, Section 36.401-403 regarding noise abatement will be strictly adhered to.
5. Renter shall abide by all Fire Department rules as far as occupancy loads are concerned. Maximum occupancy for MECC is 125 persons.
6. No decorations shall be permitted to be hung, taped, tacked or affixed in any way to walls, windows, ceiling or fixtures. Decorations may consist of balloon bouquets, floral arrangements, free-standing arches or table top displays. **THIS POLICY WILL BE STRICTLY ENFORCED. FAILURE TO COMPLY WILL LEAD TO IMMEDIATE FORFEITURE OF A PORTION OR ALL OF THE SECURITY DEPOSIT.**
7. Teenage dance groups shall be chaperoned on a minimum ratio of two (2) adults for the first 20 juveniles and one (1) adult for each additional group of ten (10) or part thereof. Additional security may be required at the discretion of management.
8. In the event of cancellation by the Mountain Empire Community Center, notice will be given as far in advance as possible. A full refund of all monies collected by MECC will be made.
9. Reservations shall not imply or constitute proprietary rights or benefits for any applicant.
10. For cancellation on any facility reservation, the full fee shall be forfeit if less than seventy two (72) hours notice is given.

ALCOHOL POLICY AT COMMUNITY CENTER

NO distribution or consumption of alcohol beverages is allowed without **PRIOR** consent from the Center. The following is the Mountain Empire Community Center's policy concerning the use of alcohol at the facility. Violation of this policy will lead to the loss of deposit, immediate termination of the event and vacation of the premises. Any group who, during a rental uses or dispenses alcohol in the building or on the grounds must have one of the following present throughout the rental period to provide supervision.

1. A police officer or licensed uniformed security guard.
2. A designated representative of the Center at the expense of the renter.

Proof of compliance with this policy must be provided in advance of the event. This can be accomplished by submitting the name, address and license or certification number of the person(s) providing security. The Center shall not be opened by the management until the security personnel are on the premises.

THE ABOVE IS GENERAL INFORMATION ONLY. IT IS THE RENTER'S RESPONSIBILITY TO DETERMINE CURRENT A.B.C. REGULATIONS THAT MAY APPLY TOWARD YOUR SPECIFIC EVENT. YOU MAY CALL ALCOHOL BEVERAGE CONTROL AT: 619-525-4064

I certify that I have read the above and will abide by the rules and policies as set forth by the Mountain Empire Community Center, and understand violation of any provision herein provided shall lead to immediate termination of the planned event, vacation of the premises and loss of deposit.

Signature of applicant Date

Home Phone

Work Phone

Reviewed and approved by:

Date

Mountain Health & Community Services
Prior to Event Rental Checklist
976 Sheridan Road
Campo, California 91906

- _____ 1. Check to see if the bathrooms are intact and clean prior to event.
- _____ 2. Check to see if the Floors are clean in the main hall and kitchen.
- _____ 3. Demonstrate how to use the air conditioner/heater.
- _____ 4. Demonstration on how to lock up the facility and what keys are needed.
- _____ 5. If keys are handed out please complete a key check out form.
- _____ 6. Check the deck and make sure it is clean and inform the renter that no barbeques are allowed on the deck for grilling purposes.
- _____ 7. Ensure that the tables and chairs are in order.
- _____ 8. Give renter a tour and show Renter where the cleaning supplies are located for the after clean up.
- _____ 9. Ensure that all rental fees and cleaning deposits have been collected according to requirements.
- _____ 10. Demonstrate how to close and open the facility.

Kitchen Rental Check Off List:

- _____ 1. Ensure that Kitchen is clean and in tact.
- _____ 2. Give the renter a tour of the kitchen and go over the rules for the rental of the kitchen.
- _____ 3. Instruct the renter on how to use the ice machine.

Renter Signature: _____

Date: _____

Staff Member Signature: _____

Date: _____

Mountain Health & Community Services
Mountain Empire Community
Rental Checklist After Event
976 Sheridan Road
Campo, California 91906

- _____ 1. Clean the restrooms and ensure that everything is in tact.
- _____ 2. Sweep and mop floors.
- _____ 3. Turn off air conditioning/heating.
- _____ 4. Return facility keys.
- _____ 5. Clean the outside deck of the Center.
- _____ 6. Remove all decorations.
- _____ 7. Ensure that the tables and chairs are in order.
- _____ 8. Empty all trash cans and replace trash bags.
- _____ 9. Ensure that a staff member reviews and checks off on the After Rental Form.

Kitchen Rental:

- _____ 1. Clean all and any dishes used for the event.
- _____ 2. Wipe down and clean all counter tops.
- _____ 3. Sweep and mop the kitchen floors.
- _____ 4. Ensure that the walk-in and refrigerators doors have been closed properly.
- _____ 5. Turn off the ice maker before you leave the premises.
- _____ 6. Lock the kitchen entrance door.

Please note that once a staff member of the facility does a final sign off on the Centers after rental check off form he or she will make the recommendation to return the entire amount of the cleaning deposit or hold a portion of the deposit due to damage or areas left unclean. The Cleaning deposit will be returned to the renter five business days after the event.

Renter Signature: _____ Date: _____

Staff Member Signature: _____ Date: _____