

# SMITH RIVER COMMUNITY SERVICES DISTRICT

241 First Street, Smith River, California 95567

Phone (707) 487-5381 FAX (707) 487-5191 Email: office.admin@srwater.net

## RULES AND RATES

### RESERVATION

All organizations or individuals shall, ten (10) days prior to rental of the Hall, make all arrangements for reservations, including filling out and signing of a contract. All rentals, with the exception of regularly scheduled weekly or monthly events, shall require a Security and Cleaning deposit. **No confirmed reservation shall be made prior to receipt of deposit.** *All Organizations or individuals that cancel reservations shall forfeit \$50.00 of the deposit to pay for administrative and preparation costs.* The Community Hall key shall be picked up at the SR CSD office on the day before the rental date, and returned to the same address on the day after the rental.

### ALCOHOLIC BEVERAGES

All Organizations or individuals wishing to engage in the sell of Alcoholic Beverages, must have an approved license from the Alcoholic Beverage Control Board, 1105 Sixth Street Ste. C, P.O. Box 3583 Eureka, Ca, 95501, Phone: 707-445-7229 and adhere to all laws regarding the sale and distribution of such beverages. **A copy of license must be presented prior to rental date.** Renters shall assume all responsibility for the sale, distribution, and general conduct of its guests and participants. When alcoholic beverages are served, the renter shall provide a minimum of three licensed security personnel to insure such conduct. The renter shall also assume responsibility for damages to the hall, its contents, and property. Violation(s) of the above will result in forfeiture of deposit.

### CLEANING

All Organizations or individuals renting the hall are held responsible for its condition. **The Hall shall be cleaned at the end of the function and shall be ready for the next day.** A deposit is charged depending on the room rented. In the case of adverse problems with damages or in the event the hall is left unclean, the SR CSD shall have an employee of the district clean and/or repair damages for which the renter shall be held responsible for payment of such work. Mops and brooms are available in the closet for the use of the renter, and a refuse disposal unit is located outside behind the building. Tables and chairs should be replaced in the racks provided. **Failure to comply to these rules shall result in forfeiture of deposit.**

### PARKING

Parking shall be in an orderly manner. No double parking in front of the hall or blocking of private driveways. **The parking lot must be left clean.**

## GENERAL PROCEDURES

ALL doors shall be unlocked and unbarred during any function regardless of the number of individuals in attendance. Before event begins, take note of the locations of fire extinguishers and exits in case of fire. Inspect the hall prior to vacating to ensure all stove burners (NOT GAS VALVES), lights, heaters are off, and all doors secured.

1. No music after 1:00 am. Closed by 2:00 am. Hall MUST be cleaned immediately after event. All used garbage bags shall be tied securely and shall be thrown away in the dumpster located outside behind the building.
2. Dancing outside the building is **NOT** allowed. Music **should not** be audible outside of building.
3. Make sure heater and lights are all OFF. Please **DO NOT TURN OFF** gas valves to kitchen stoves or tables.
4. Use of glitter or confetti is **NOT allowed**.
5. **Nails, screws, or staples or any material that can cause damage shall NOT be placed in the walls. Failure to comply will result in forfeiture of deposit.**
6. Make sure trash cans have been emptied and trash bags are thrown in the back dumpster. Dumpster must be locked after event. Key for dumpster will be attached to hall key. **Failure to comply will result in a \$50 fee taken from deposit.**
7. Nobody is allowed to loiter around building when event is over. Includes guest sleeping in vehicle in the parking lot.
8. Bring band instruments in through front double doors—NOT side doors.
9. Alcohol is **NOT** allowed outside of building. **Failure to comply will result in forfeiture of deposit.**
10. Do not block access road on either side of building.
11. Grass area around building is private property and **SHALL NOT BE USED** for any reason for events.
12. Make sure the Hall is left in the same or better condition than when you rented it.
13. Smith River Community Service District is a **NON-SMOKING** facility. **Failure to comply will result in forfeiture of deposit.**

**THE DISTRICT RESERVES THE RIGHT TO ACCEPT OR REJECT ANY APPLICATION. FALSE STATEMENTS ON APPLICATION OR FAILURE TO COMPLY WITH HALL USAGE RULES AND/OR PUBLIC NUISANCE COMPLAINTS WILL RESULT IN LOSS OF DEPOSIT AND/OR DENIAL FOR FUTURE USE OF HALL FACILITY.**

**I have read and I agree to comply to these Rules set by SR CSD regarding the use of the halls.**

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_