

# Please Keep These Instructions For Your Reference

## FCH – Rental Policies

### General Information

1. Please do **not** allow parking in front of the businesses on Highway 9 or in the parking lot in front of Verutti's Liquors and Beacon Video. The parking lot across Kirby Street is for the pizza parlor's patrons and Dr. Tyler's patients. **Cars parked in these lots by people attending functions at the Hall may be towed.** Please use street parking on Kirby and Gushee Streets for additional cars.
2. The **Key Pickup** is at Verutti's Felton Liquors beside the Hall at 6169 Highway 9.
3. The **Gold Key** you obtain from Verutti's Felton Liquors is for the **front entrance door**. The garbage dumpster key is hanging on a hook on the left side of the cleaning closet. This closet is located to the left of the restrooms.
4. When you are done with your use and cleaning, **check to make sure all doors and windows are locked. Turn the thermostat down, and turn off all the lights.** The restroom lights are on timers, and will turn off automatically. Put the garbage key and any other keys you obtained from the cleaning closet back in the cleaning closet. After you are sure the building is secure, **leave the key you obtained from Verutti's Liquors (the gold key) in the Key Drop Box** outside the external meeting room door.
5. If you have any problems, call Dyann at 336-8259.

### Reservation Guidelines

1. Reservations are made on a first-come first-served basis.
2. A completed and signed Rental Application is required before any reservations are finalized.
3. Rental fees are due within 30 days of time of booking. If rental date is within 30 days, all rental fees and deposits are due immediately. Payment may be made by Cashier's Check, Money Order, or personal check made payable to Felton Community Club. No personal checks will be accepted within 3 weeks of rental date.
4. A Security/Cleaning/Key deposit will be due one month before the rental date. **Please write a separate check for the amount of the security deposit.** The deposit will be refunded within 15 days of rental on the conditions that the Hall is left clean and in good condition, and all keys are returned. If all keys are not returned at least \$50 of the deposit will be retained.
5. If Rental Fees or Security Deposits are not received by due dates, reservations will be canceled.
6. Proof of insurance (at least \$1,000,000 – with endorsement to indemnify Felton Community Club) may be required. For continuing rentals, such proof should be provided yearly.
7. Keys may be picked up at Verutti's Felton Liquors, 6169 Highway 9 (next to the Hall). Verutti's Liquors is open from 8am to 12 midnight. Please bring your Rental Receipt and ID. Keys will be issued to adults only.
8. An adult signature is required on all Rental Applications. Youth groups must have adult sponsors (at least one adult over 21 years of age for every 15 children) present at all times during use of the Hall. Keys will be issued to adults only.
9. The use, distribution, and/or sale of alcohol on Felton Community Hall property (including the outside areas and parking lot) requires separate approval by the Felton Community Club. Please see Application for Alcohol/High Risk Use.
10. The right to revoke or refuse permission for the use of the Hall at any time, and for any reason, is retained by the Felton Community Club.

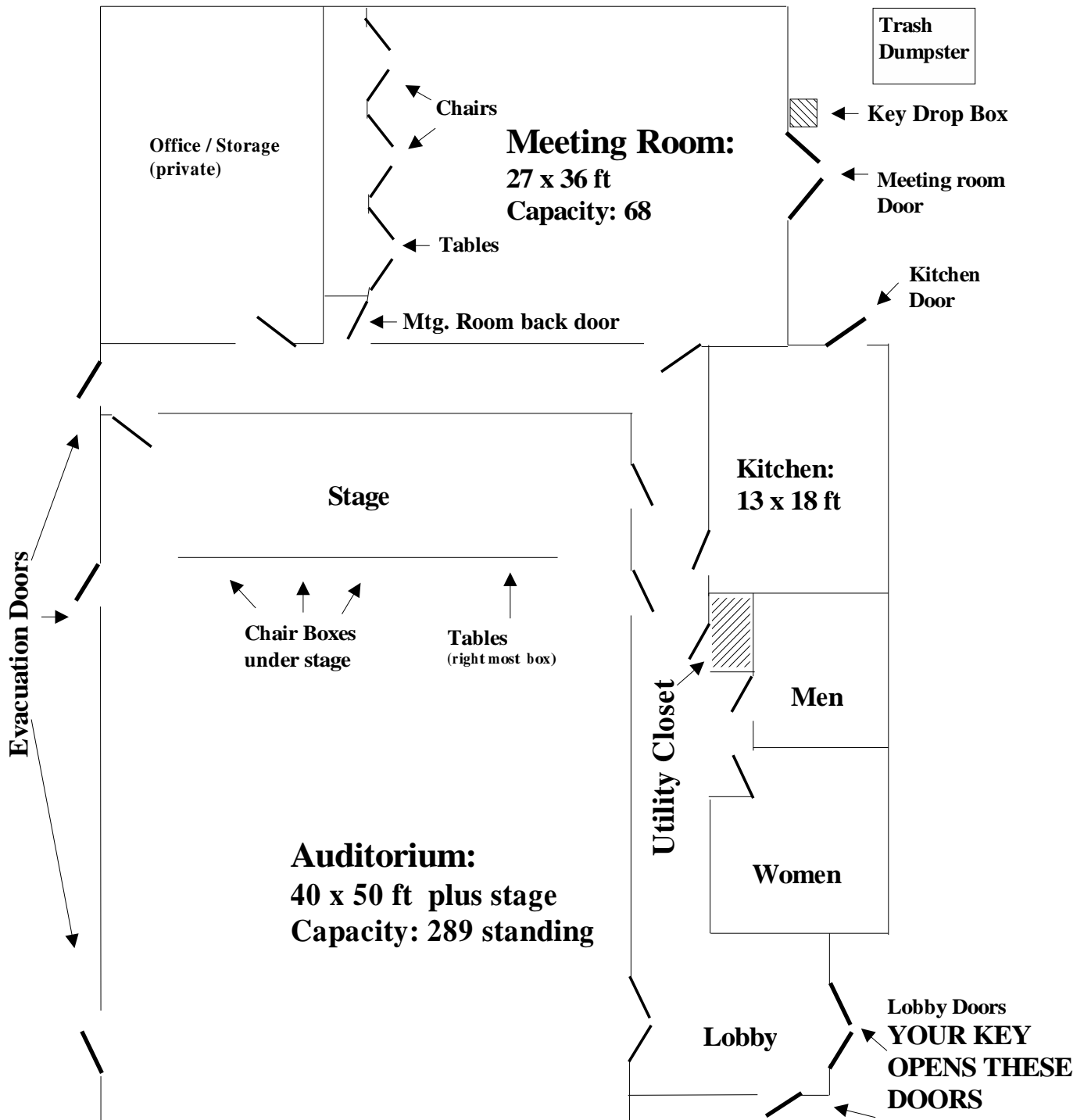
11. **The Hall is a Santa Cruz County Disaster/Emergency Center and in the event of a County–declared Emergency, such use has priority. All rental agreements may be terminated or canceled with 2 hours notice in the event of a County–declared emergency.** No liability will be incurred by the Felton Community club, its agents or employees, by reason of such cancellation. However, all rental fees/deposits will be refunded or the event rescheduled at the discretion of the Felton Community Club.
12. The Felton Community Club or its representatives may terminate any special event, meeting or activity when it is necessary for the safety and enjoyment of the public, for the protection of property or resources, for the violation of any rules and regulations of the Felton Community Club, or if deemed necessary in the public interest. No liability will be incurred by the Felton Community Club, its agents or employees, by reason of such termination and no rebates or refunds of fees, rents, or deposits will be made solely because of such termination.
13. Permittee shall not assign or sublease any portion of the premises, or any rights under this permit without prior approval of the Felton Community Club. Any such assignment or sublease shall be void and the Felton Community Club shall have the right to exclude any and all persons from the facility attempting to exercise any right or privilege under such assignment or sublease.
14. Requests from promoters or contractors involving performance by organizations and/or individuals with whom separate contracts are made, will require that copies of such contracts shall be made available to the Felton Community Club for inspection upon request.
15. If the event involves any type of performance, such as stageplays, music, poetry reading, etc., the applicant warrants and represents to the Felton Community Club that the use of the facilities will not result in an infringement of any right protected under any Copyright law (including Title 17 of the United States Code) and that the applicant will be solely responsible for the content of any performance at the facility. The applicant further agrees to assume the defense and indemnity and hold harmless the Felton Community Club, its officers, directors, and employees from every expense, liability, or payment including attorneys fees by reason of any claimed infringement of any rights protected under any Copyright law.
16. Refunds will be given only with at least on month's notice. A processing fee of 10% will be retained for all cancellations.
17. The Felton Community Club, when deemed in the best interest of the Hall or the Community, may make exceptions to established policies, rules, and fees.

#### Room Use Guidelines

1. Felton Community Hall users **MUST** set up and put away any chairs, tables, and equipment used.
2. Entrance to the Hall is allowed at the time specified on the approved applications and users are also expected to leave at the time specified. **The specified times should include time necessary to prepare for the activity and clean up time by the users.**
3. Attendance at events will be limited to the occupant load of the facility as established by the Fire Marshal or as determined by the Felton Community Club.
4. No smoking. No open flames, candles, or incense.
5. No bicycles, skateboards, or roller skates in the building.
6. No nails, screws, tacks, pins or other objects may be driven into the floor, walls, ceilings, doors, door or window casings. No structures or sets are to be build unless specifically permitted in writing.
7. Security personnel may be required by the Felton Community Club for any event at the Club's discretion. All costs and expenses associated with providing security personnel will be the responsibility of the renter.
8. Authorized representatives of the Felton Community Club shall have the right to enter the Hall and all parts thereof at any and all times during a scheduled event.
9. All rooms are to be left clean (swept, mopped if necessary) and all tables, chairs, and equipment are to be returned clean to their designated places. Outside areas must be cleaned as found. Failure to do so may result in charges against the Security/Cleaning/Key deposit.
10. Close and lock all windows, turn off heat and lights as you leave.
11. Lock all doors securely. Renters will be liable for any and all damages resulting from unlocked doors and/or windows. Keys are to be returned as specified under item 4 under General Information above.

# Felton Community Hall Layout

( Not to scale)



The Key for the trash dumpster is in the utility closet. Please return it to the utility closet. Return the key to the exterior doors you obtained from Verutti's Felton Liquors to the blue key drop box near the meeting room door.

Garbage bags, brooms, mops, and other cleaning supplies are located in the utility closet and in the alcove behind the meeting room back door. Please remember that you are responsible for leaving the facility clean after your rental.

Tables and chairs should be cleaned and returned to their original storage locations.

Please make sure that all doors and windows are fully closed and locked before you leave.

Thanks for your help!