

SANTA CLARA

RECREATIONAL CENTER USE CONTRACT & POLICY

The fees for use of the recreation center are as follows: **Private Parties: 1-60 People \$50.00**

Arrangements can be made to pick up the key at the office or a staff member's home at which time full payment will be needed. A receipt will be given at the time of payment.

If the hall is found in satisfactory condition by Santa Clara Staff or Manager and the key is returned to the office, the full amount of the \$50.00 deposit will be refunded to you after inspection.

The following is a list of the community's use policy:

1. No smoking in any part of the building
2. All lights and appliances shall be turned off
3. Heat should be turned down to 55 degrees
4. Floors are to be swept and mopped
5. Must spot clean microwave, oven/stove, and refrigerator
6. All restrooms must be cleaned
7. All garbage and recycling items removed from the property; this includes any garbage outside
8. All cloth table covers when used must be cleaned, pressed, and returned in good condition
9. All decorations are to be removed
10. Building is to be locked and key returned ASAP
11. All will abide by the additional posted covid-19 rules and best practices as well as using approved cleaner provided in the Rec Center to wipe down frequently touched surfaces & objects
12. Report any damage to the onsite manager as soon as possible. You will be held responsible for the cost of repairs or replacement of any/all Santa Clara property that is damaged.
13. There is to be **NO PARKING on any grassy areas**. It is okay to park on street during the time of the special event.
If there is parking on ANY grassy areas, the deposit will not be returned.

Date: _____ Date of use: _____

Resident Name: _____

I, (we) the undersigned, as contact person(s) for the group using the Santa Clara Recreational Center, understand and agree that Santa Clara shall bear no liability risk as the result of such use by this group and guests. We, the undersigned, also understand that we may purchase insurance to cover any risk injury and liability. Further, we, the undersigned, also acknowledge that we are responsible for the facility maintenance immediately before, during, and immediately after the event. No sale of alcoholic beverages is permitted without a license, and no illegal activity will occur at the site. We, the undersigned, agree to defend against any such related claim(s) made against Santa Clara or its representatives as a result of our group event. We also agree to notify the onsite manager immediately upon discovery of any known structural defect to the facility and/or equipment or injury to any person in attendance. **FINALLY, I (WE) ACKNOWLEDGE THAT THE POSTED FIREPIT RULES HAVE BEEN READ.**

_____ Resident Signature(s)	_____ Date	_____ Amount
_____ Santa Clara Representative	_____ Date	

DEPOSIT RETURNED

_____ Resident Signature(s)	_____ Date	_____ Amount
_____ Santa Clara Representative	_____ Date	