



Miraloma Park Improvement Club

CLUBHOUSE USE AGREEMENT

This agreement is between the Miraloma Park Improvement Club ("Club") and _____ (hereinafter, "renter") for the rental of the Clubhouse at 350 O'Shaughnessy Boulevard, San Francisco, as follows:

Date: _____

Time: from _____ to _____

All Clubhouse premises must be vacated by 11:00 PM. _____ (initial)

Purpose: _____

Number of intended guests: _____

(Fire code limits occupancy to 85.) _____ (initial)

Amount of Rent: \$ _____ Security Deposit: \$ _____

Security Deposit must be paid before rental confirmation is given.

Total amount for rental is due 7 days prior to the event; otherwise rental is subject to cancellation and deposit is subject to forfeit (see below).

Total Amount for Rental:

\$ _____	<i>Security Deposit</i>
\$ _____	<i>Rental Fee</i>
\$ _____	<i>Total</i>

Name of individual (on contract) who will be present at event and responsible for carrying out all aspects of contract:

Name: _____ Phone: _____
(PRINT)

Alternate Phone: _____

Address: _____

The security deposit is fully refundable in the event of cancellation with written notice up to fourteen (14) days before the rental date. One half of the deposit will be refunded on receipt of notice of cancellation between 14 and 7 days before the rental date. The entire deposit will be forfeited if rental is canceled later than 7 days before the rental date. If, after cancellation of rental, the Clubhouse can be re-rented for the date and times that were engaged, regardless of when notice of cancellation is given, the entire amount of the security deposit will be refunded.

The Club agrees to have the Clubhouse in clean condition and fully supplied with the following items: toilet paper, paper towels, liners for large and small trashcans, cleaning utensils and products. All appliances are to be in working order and lighting fixtures with working light bulbs.

The full amount of the security deposit will be refunded only if all the following are adhered to:

1. Renter leaves the Clubhouse and grounds in clean condition as before the renter's event:
 - Chairs and bridge tables folded and stacked in coatroom.
 - Large tables folded and placed in main hall to the right of the fireplace under the window. Lift and carry tables when moving: do not drag them as this damages the floor.
 - Kitchen cleaned (stove top, oven, counters, floor, all utensils, and sink.) Mops, brooms, sponges, and cleansers are provided by the Club.
 - All food and ice removed from refrigerator and elsewhere.
 - All trash placed in trash bins, with recyclables in the blue recycle bin, compostables in the green bin, and non-recyclables in the black trash bin. Bins must not be overfilled.
Exception: If the bins are full or partially full at the start of the event, trash bags that will not fit in the bin, up to a limit of three (3), may be tightly closed and left atop or aside the black bin; recyclable paper must be bundled and tied or left securely wedged between the bins; and recyclable products other than paper must be placed in a trash bag and left atop the blue bin.

**Loose, unbundled waste of any kind must not be left outside the clubhouse.
Separating Recyclable and Compostable waste from trash is mandatory in San Francisco.**

_____ (initial)

- New liners applied to large and small trash bins.
 - All windows closed and locked, all doors locked, front gate locked, key in mail slot.
2. Since the kitchen lacks ventilation suitable for food preparation and cooking, only catering is allowed. All food is to be fully cooked and prepared prior to coming to the Clubhouse. The stove and oven are to be used only for re-heating cooked food items.
 3. The Clubhouse is in a densely settled residential neighborhood. In order that neighboring residents are not disturbed by excessive noise:
 - **Do not use amplified music or loudspeakers. No music is permitted after 9:00 PM.**

- **Do not permit loud conversation, music, boisterous behavior, or other noisy activities outside the Clubhouse or in the parking lot. IF YOU CAN HEAR IT OUTSIDE WITH THE DOORS CLOSED, IT IS TOO LOUD.**
- **Keep windows closed unless absolutely necessary.**
- **If your noise is excessive and/or your guests' behavior is deemed inappropriate, the police may be called. Moreover, your party will be immediately terminated and your full rent and security deposit will be forfeited.**

I understand and accept these noise provisions. _____ (initial)

4. The fireplace is gas controlled. **Do not burn wood or any other materials in the fireplace.**
_____ (initial)
5. If alcohol will be served, it must not be served to minors. Guests should be monitored to prevent excessive alcohol intake.
_____ (initial)
6. Decorations may be hung from the wires placed by the Club along the top of walls on the main hall. Two eight-foot upright trellises are also available for decorations.
No nails, tacks, or staples may be driven into Clubhouse walls. No tape or other adhesive substance may be applied to the walls. Nothing is to be attached to or hung upon the lighting fixtures or draperies.
_____ (initial)
7. All clean-up activities must be completed at the end of the event. Renters are not allowed to store items or return on another day to complete clean-up duties.

In the event the above conditions are not observed, all or part of your security deposit will be retained. It is expressly understood that if damage to the Clubhouse exceeds your deposit, you will be responsible for the cost of these damages.

_____ (initial)

Clubhouse is not responsible for loss, damage, or injuries. The Club shall not be responsible for any loss, damage, or injury to any person or property before, during, or after use of the Clubhouse by renter or renter's guests. In signing this agreement, renter agrees to indemnify and hold the Club harmless from and against any such claims for loss or damages.

No telephone is provided inside the clubhouse. Renter should ensure that a cellular telephone is present and available during the event for use in case of emergency.

