

RENTAL RULES

1. The person signing the rental agreement is considered to be the renter.
2. The renter is responsible for assuring that persons who use the facilities during the rental comply with all federal, state, and local laws and with the agreement, including all of these rules.
3. Keys for the Glide Community Center and the Annex should be signed out from the Club representative before 5:00 p.m. and not more than 2 business days before the day of the event. All rental costs and deposits must be paid before any keys will be issued. All keys must be returned by the first business day immediately following the event. Use the “Key-Drop Box” in the entry if possible.
4. The building will be available at no extra charge an hour before the event for setting up and an hour after the event for cleaning, unless otherwise arranged.
5. Renters must be 18 or older. Any event including minors must be chaperoned throughout the event. Adults must remain after the event to supervise and certify all cleanup.
6. Kitchen rental includes the use of counters, utensils, cookware, and appliances except the steam table and dishwasher. Prior approval is required to use the steam table and dishwasher.
7. Renters selling food or drink are responsible for obtaining a Health Department permit.
8. The GCC reserves the right to refuse rental if the rental activity conflicts with club rental policies.
9. GCC reserves the right to make emergency repairs at any time.

I have read and agree to these rules. _____
Renter's initials

DEPOSITS

10. The renter shall be liable for costs of any damage, replacement, or cleaning resulting from the rental. This includes costs arising from misuse, vandalism, or carelessness and is not limited to the items in the Deposit Refund Checklist. Deposit will be forfeited and used to cover these costs. If costs exceed the amount deposited, the renter shall be liable and be charged the difference.
11. The renter shall be responsible for cleanup and closing the building, as specified on the deposit refund checklist. That person shall be deemed the liable party for all damage, replacement or cleaning.
12. Deposit will be refunded after keys have been returned and building has passed inspection for damage and cleanliness.
13. Cancelling this contract before the rental date may result in forfeiting deposit if another renter has been turned away because of this contract.
14. For any renter who forfeits a deposit for any reason, future rentals will require a deposit 1½ times the standard rate.

I have read and agree to these rules. _____
Renter's initials

RULES DURING USE

15. Smoking is not permitted in any of the Club structures. Smoking is permitted outside the buildings, at least 10 feet from the door. Dispose of cigarette butts appropriately.
16. Consumption of alcoholic beverages is not permitted on GCC property. Alcoholic beverages may not be brought into any of the buildings.
17. Animals are not permitted in the building, except service animals.
18. Children shall not be allowed to play on the stage, with the sound system or piano, or in the kitchen. Appropriate use of these facilities by children is permitted.
19. No tacks or nails are to be driven into the walls. No “Scotch” tape will be affixed to walls or trim. Masking tape may be used to affix signs or decorations. Picture wire is also installed on the walls for hanging items.
20. Lift, DO NOT SLIDE, heavy objects, tables, and chairs to prevent scratching the floor.

**POLICIES AND PROCEDURES
GLIDE COMMUNITY CLUB**

**RENTALS
REVISED 7-15-14**

21. All spills must be mopped up immediately to avoid floor or equipment damage. Renter may use cleaning equipment and supplies stored in the kitchen and janitorial closet.
22. No property, including chairs and tables, is to be removed from the building(s) unless prior arrangements have been made.
23. Do not use or move the bingo machine, television, or sound equipment without prior approval.
24. All exterior doors must be kept closed when heat is on.
25. All fire exits must remain unobstructed at all times.
26. Fire marshal occupancy restrictions shall be followed. The maximum occupancy of the main building is 241 people.

I have read and agree to these rules. _____
Renter's initials