



Spring Valley Lake Association  
 13325 Spring Valley Parkway  
 7001 SVL Box  
 Spring Valley Lake, CA 92395-5107

## Spring Valley Lake Association

### FACILITY USAGE RENTAL AGREEMENT

COMMUNITY BUILDING ROOMS: \_\_\_\_\_ -EQUESTRIAN CLUBROOM (EQ1) (50 Maximum Capacity)  
 -MLH (232 Maximum Capacity) Meadowlark Hall \_\_\_\_\_ -EQUESTRIAN ARENA  
 -PR (41 Maximum Capacity) Palm Room \_\_\_\_\_

NAME OF SPACE YOU WOULD LIKE TO BOOK \_\_\_\_\_  
 NAME OF LESSEE (SVLA HOMEOWNER) SPONSORING FUNCTION \_\_\_\_\_ CONTACT NUMBER \_\_\_\_\_  
 ARE YOU A TENANT MEMBER OR SVLA HOMEOWNER (SPONSOR)? \_\_\_\_\_  
 NAME OF LESSOR (PARTY HOLDING FUNCTION) \_\_\_\_\_ CONTACT NUMBER \_\_\_\_\_  
 ACCOUNT # \_\_\_\_\_ OWNER ACCOUNT IN GOOD STANDING \_\_\_\_\_ MAILING ADDRESS \_\_\_\_\_  
 PHYSICAL ADDRESS \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

\*Tenant Members shall not sponsor others.

DATE OF EVENT \_\_\_\_\_ DAY OF WEEK \_\_\_\_\_  
 START TIME OF RENTAL (Allowed to enter the facility) \_\_\_\_\_ END TIME OF RENTAL (Must vacate the facility) \_\_\_\_\_  
 START TIME OF EVENT (Arrival time of officer, if requested) \_\_\_\_\_ END TIME OF EVENT (Departure time of officer, if requested) \_\_\_\_\_  
 NATURE OF FUNCTION \_\_\_\_\_ NAME OF ORGANIZATION (if any) \_\_\_\_\_  
 NUMBER OF PERSONS ATTENDING FUNCTION \_\_\_\_\_ INSURANCE LIABILITY CARRIER \_\_\_\_\_

**PUBLIC SAFETY:** \_\_\_\_\_ **ALCOHOL PRESENT (Y/N):** \_\_\_\_\_  
**OFFICER(S) SCHEDULED TO WORK THIS EVENT (Y/N):** \_\_\_\_\_ **HOW MANY:** \_\_\_\_\_ **HOW MANY HRS IS THE OFFICE NEEDED TO WORK:** \_\_\_\_\_  
 \*This time is subject to change depending on the length of the actual event. All officers will check in and out regardless if an officer is needed to work the entire event or not\*  
**RENTING ITEMS WITH SVLA (Y/N):** Stove Usage: \_\_\_\_\_ Podium: \_\_\_\_\_ SET-UP NEEDED \_\_\_\_\_  
**RENTING ITEMS WITH SVLA, How Many:** \_\_\_\_\_ Round Tables \_\_\_\_\_ Long Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Renting from Outside Vendor \_\_\_\_\_

#### ITEMS REQUIRED IN ASSOCIATION OFFICE 30 DAYS PRIOR TO EVENT:

If SVLA does not receive the following items as required within the time frame stated below, the event will be cancelled.

- Balance Due    Floor Plan    Insurance (**1 Day Event Binder**)
- ABC Permit for Organizations    B.O.D./Dept. Approval    Non-Profit Status

**Deadline for all requirements:** \_\_\_\_\_

LESSEE shall be responsible and liable for all claims, liabilities, or injuries to persons or property resulting directly or indirectly from activities carried out pursuant to this agreement, whether on or off SVLA property. Further LESSEE shall hold SVLA harmless, and shall defend and indemnify SVLA, its employees, staff, agents and representatives, from any claims, liabilities, or damages of any nature, regardless of by whomsoever brought, related to the Lessee's use of SVLA property of the activities conducted in relation to this agreement. SVLA will not be held responsible for any loss, damage or injury to equipment rented from an outside source. I acknowledge that I have received a copy of Spring Valley Lake Rules & Regulations and agree to abide by them. I understand that all private parties are not permitted to sell alcohol on SVLA property. Alcohol can only be sold at organizational events approved by SVLA. An (ABC) Alcoholic Beverage Control Department permit must be on file at SVLA for any event where alcohol is sold.

At my time of arrival, I must first check in with the Public Safety Department, located at the Community Building or by calling 760-245-6400. Public Safety will do their best to arrive at my designated time; however, in extreme cases, such as an emergency there may be a waiting time. I understand I may not receive a refund for any missing time. Also, I will not be allowed to enter the facility early, only at my designated time slot.

Before booking an event with the Association the property owner/lessee and party holder/lessor must initial all the following:

Association Office – 760.245.9756  
 Fax – 760.245.3076  
 Website – www.svla.com

- Under any circumstances am I or my party allowed to enter the room or kitchen prior to my designated time slot, all decorating and room usage must occur within my time slots.
- I understand the rooms are rented in "as is" condition. No items can be moved or removed from the room(s), including seasonal decorations, flags, signs, artwork and pictures. The Association does not provide a PA system, projector screen, linens or catering services.
- I understand that I am required to rent tables & chairs from SVLA when renting the facility. If SVLA does not have the necessary inventory to accommodate my rental needs, I am then granted permission to rent all tables and chairs from an outside rental company. I understand I cannot rent tables & chairs from both SVLA and an alternate company.
- Once my floor plan has been submitted, I am unable to make changes. Items cannot be added or subtracted; i.e: tables, chairs, stage, and etcetera without Management approval. Any additions made the day of the event will result in reduction of security deposit return.
- I understand the drapes in MLH can only be adjusted by Public Safety/SVLA Staff, please ask for assistance.
- Setup adjustments: I understand, all food tables must be placed at least 10ft away from the drapes in MLH.
- All rental requirements must be completed 30 days prior to the actual event. If the Association does not receive all requirements by the deadline, the event will be cancelled.
- Decorations are permitted except on or from ceiling area; however, we cannot permit nails, staples, tacks, or any other material or fastener that may deface or leave a permanent mark in the walls, finished wood pieces or in fixed objects (doors, cabinets, and etcetera). No major or minor construction projects allowed. All decorations must be removed before leaving. The Association cannot store anything for pickup at a later date. This agreement does not in any circumstance entitle the renter(s) SVLA staff to assist in hanging any decorations/items. It is the party holder's own responsibility to bring the proper equipment and hang items in a safe and cautious manner.
- Use of Confetti/Glitter/flakes of any kind to sprinkle or spread out over tables or any property are prohibited. There will be a maintenance charge of \$35/hour per worker if additional clean-up is needed. The total amount due will be deducted from the security deposit.
- It is my responsibility to notify Public Safety at my time of arrival and departure. I am required to complete the check-in and check-out process with the Public Safety Officer in order to receive any refund. It is the party holder's own responsibility to clean the facility after his or her event.
- Insurance policies are required for all scheduled events in order to assure the Association is adequately protected for non-residents of SVLA. The insured listed on the policy **MUST reflect name of Lessee**, see the Facility Insurance Requirement handout for more information. If your event is having a vendor, they must provide their insurance policy showing \$1,000,000 limits of liability: for each occurrence and general aggregate.
- I understand SVLA officer(s) are required, at my expense, for the duration of my rental slot. The officer(s) may not be in the room for the entire event; they also patrol the nearby rooms and exterior of the building.
- SVLA is not responsible for any personal items or equipment rented outside from the Association. Items not picked up are subject to min. \$100 labor/storage fees.
- I am also responsible for the restrooms, as well as the interior and exterior of the building. All trash must be properly disposed of in trash receptacle / dumpster.
- The security deposit may be refunded after the event, depending on the condition of the room and nearby areas. The refund will be issued to the property owner/sponsor after the event. Please allow 30 days for the refund to be processed.
- If damages are made to the facility during my rental slot and/or additional clean-up is required, the fees for repairs and/or labor will be deducted from my security deposit. If the fees exceed the amount of my security deposit I am responsible to pay the fees to the Association within 30 days of the written invoice.
- Equestrian Clubhouse: The stove is electric. If you need assistance please contact Public Safety.

**I have read and agree to abide by the terms listed above.**

\_\_\_\_\_ Date \_\_\_\_\_  
 Lessee (SVLA Homeowner) - Authorized Signature

\_\_\_\_\_ Date \_\_\_\_\_  
 Lessor (Party Holding Function) - Authorized Signature

\_\_\_\_\_ Date \_\_\_\_\_  
 Spring Valley Lake Association - Authorized Signature

**\*\*By signing below I am agreeing that there will be no alcohol present at my event:**

\_\_\_\_\_ Date \_\_\_\_\_  
 Lessee (SVLA Homeowner) - Authorized Signature

\_\_\_\_\_ Date \_\_\_\_\_  
 Lessor (Party Holding Function) - Authorized Signature

**\*\* If, after signing, alcohol is present at your event without prior Association notification, proper insurance and/or ABC permit, you may forfeit the full amount of the security deposit**