



## Rental Lease Agreement

In consideration of the mutual promises of parties hereto, Shingle Springs Community Center, a nonprofit organization, referred to as OWNER, and \_\_\_\_\_, referred to as LESSEEE, hereby agree to enter into this Lease for the use of the premises known as the Shingle Springs Community Center located at 4440 South Shingle Rd, in the town of Shingle Springs, County of El Dorado, California, (the Premises) under the following conditions:

1. The right to use the Premises shall be subject to the terms herein including the Rules and Expectations outlined in Exhibit B for the date(s) and time(s) of:

General Reservation

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Recurring Reservation

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	Last	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Daily	Weekly	Monthly	Bi-Monthly	Quarterly	Annually	Bi-Annually					

Other: \_\_\_\_\_

Hereinafter referred to as the Lease Period.

2. The fee schedule will be applied to the event outlined in the attached Rental Lease Information Form (Attachment A) as follows:

- \$400.00 per day, or \$50.00 per hour for two-hour or four-hour increments on weekdays Monday through Thursday, except for Christmas Eve Day, Christmas, Thanksgiving, New Year's Eve Day, and New Year's Day.
- \$450.00 per day, or \$60.00 per hour for four-hour or six-hour increments on weekend days Friday through Sunday, and on Christmas Eve Day, Christmas, Thanksgiving, New Year's Eve Day, and New Year's Day.
- \$100.00 Friday night setup in addition to the Saturday full day rental fee.
- \$40.00 per hour for two-hour, four-hour, or six-hour increments for Commercial Kitchen rentals only.
- \$40.00 Commercial Kitchen flat fee when added to any hourly rental of the Gathering Hall (standard refrigerator is included at no charge with any rental of the Gathering Hall; Commercial Kitchen is included in all full day rentals of the Gathering Hall).
- \$25.00 Field or Horseshoe Pits, for each area per day, plus \$10.00 for Pavilion Bathroom Key Access.

Member discounts if applicable will be applied when rental fees are paid.

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3. LESSEE agrees to pay a separate \$500.00 security/cleaning deposit or provide OWNER with a valid credit card and authorization outlined in Exhibit C, which shall be charged at the conclusion of the Lease Period to be used in the same manner and for the same purpose with which the deposit may be retained. Paid deposit money will be refunded within 30 days after the Lease Period concludes, unless applied to the cleaning of Premises, repair of damage or replacement of loss; or if the LESSEE has not cleaned or left the Premises by the end of the Lease Period. Otherwise the OWNER shall charge for, or retain, some or all of the security deposit at their sole discretion.

4. Returned Check Policy: LESSEE will be charged \$25.00 for each returned check.

5. Key Issuance/Loss Policy: LESSEE will be charged \$300.00 for the loss of or damage to any key(s).

6. LESSEE shall provide a Certificate of Insurance from an acceptable insurance carrier with an AM Best Rating of B+ or better for general liability during the Lease Period, and in an amount no less than \$1,000,000.00 naming Shingle Springs Community Center as additional insured. If alcoholic beverages will be served during the Lease Period, "host liquor" coverage is required on the Certificate of Insurance. If alcoholic beverages will be sold during the Lease Period, "retail liquor" coverage is required on the Certificate of Insurance.

7. LESSEE shall provide OWNER a copy of the liquor license(s) for each date alcoholic beverages will be sold during the Lease Period, from the California Department of Alcoholic Beverage Control.

8. The parties agree that the OWNER, its officers and directors shall not be responsible for loss or injury incurred (including alcohol related) on or around the Premises. Further, OWNER shall not be responsible or liable for loss of, or damage to any person or personal property of LESSEE or LESSEE'S guests (including alcohol related) during the Lease Period.

9. The LESSEE acknowledges the Premises are rented with the structure, furnishings, fixtures, grounds and equipment in good condition and agrees to leave said structure, furnishings, grounds and equipment in as good condition as when received, reasonable wear and tear accepted. LESSEE agrees to photograph and notify OWNER of any obvious pre-existing damage to facility/equipment/grounds within one hour of facility entry. LESSEE, by executing this Lease, accepts all items in said condition and will be responsible for all breakage, loss and other damages if no prior notice is provided to the OWNER.

10. LESSEE may cancel this Lease by giving the OWNER written notice of intent to cancel, at least thirty days prior to the reserved rental date. Failure to provide written notification within thirty days will result in the forfeiture of any prepaid rental fee. In the absence of any prepaid rental fee, the security/cleaning deposit will be forfeited. If there is a remaining balance due in excess of the deposit amount, it will be charged to the credit card on file or billed to LESSEE and payable upon receipt. LESSEE gives the OWNER permission to charge the credit card on file for any and all unpaid rental fees that fall within the 30-day late cancellation period. Written notification must be signed and either mailed to the address below or emailed to [rentals@shinglespringscommunitycenter.org](mailto:rentals@shinglespringscommunitycenter.org). LESSEE will be refunded any remaining deposit within thirty days of notice of cancellation.

LESSEE: The following signor(s) presents it/they have the authority to execute this lease on behalf of the LESSEE and understand and agree to all of the above stated conditions of the rental Lease.

LESSEE signature: _____	Title: _____	Date: _____
LESSEE signature: _____	Title: _____	Date: _____

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## Attachment A

### Rental Lease Information Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

Mailing Address (If different than above): \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Live Band or DJ:      Yes      No                      # of Guests \_\_\_\_\_

Type of Event: \_\_\_\_\_

Will Alcoholic Beverages be served?    Yes    No      Will Alcoholic Beverages be sold?    Yes    No

Rental of:    Gathering Hall              Commercial Kitchen              Field              Horseshoe Pits

Would you like to receive emails of upcoming events at the Community Center?

Yes              No              I am subscribed

Would you like more information on becoming a member of the Community Center?

Yes              No              I am a member

*For Shingle Springs Community Center Use Only*

	item	fee	type / action			due	done	notes
<input type="checkbox"/>	Lease Pk					/	/	
<input type="checkbox"/>	COI					/	/	
<input type="checkbox"/>	CC Auth					/	/	
<input type="checkbox"/>	Rental	\$	csh	ck	cc	/	/	
<input type="checkbox"/>	Deposit	\$	csh	ck	cc	/	/	
<input type="checkbox"/>	Dep Rtn?	\$	ref	shr	chg	/	/	

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## Exhibit B

### **Shingle Springs Community Center Rules and Expectations**

The Shingle Springs Community Center expects to have the premises and grounds returned in as good condition as received at the beginning of your Lease Period. Please contact us if any damages are noted within one hour of your facility entry.

1. **Tables & Chairs** Clean and returned to the storeroom in the proper storage racks as per instructions.
2. **Counters and Sinks** Clean and dry all kitchen and bathroom counters and sinks with the provided supplies.
3. **Trash** Pick-up and empty all garbage/litter from the main hall, kitchen, bathrooms, store room, building exterior and/or field, horseshoe pit area, snack bar and parking areas into the SMALL TRASH DUMPSTER located near the NW side of the main building. Lessee must remove from premises, any garbage that doesn't fit in the recycling dumpster with the lid completely closed. DO NOT put food and/or food scraps into the dumpsters. DO NOT put garbage into the recycling dumpster or vice versa, or Deposit will be charged.
4. **Recycling** Blue mobile recycling containers have been provided inside the hall for glass bottles, cans, and plastic bottle recycling. We will take care of the bottle and can recycling if you leave them in bags or large garbage bins on the back kitchen dock. All large recycling including but not limited to cardboard boxes and other similar recyclables should be broken down and placed in the LARGE RECYCLE DUMPSTER located near the NW side of the building next to the trash dumpster. Lessee must remove from premises, any large recycling that doesn't fit in the recycling dumpster with the lid completely closed.
5. **Decorations** Only use low tack painters' tape and the hooks at the top of the walls along the room perimeter. DO NOT use glitter, confetti, straw, or hay inside the building; or attach anything to the acoustic ceiling tiles or light fixtures, or Deposit will be charged.
6. **Floors** Sweep and Mop all floors that were used during your Lease Period with the provided cleaning equipment and cleaning solution. This may include the gathering hall, commercial kitchen, storeroom and bathrooms.
7. **Mopping Instructions** Please fill the mop bucket with the hose in the UTILITY SINK located in the hall outside the women's bathroom. Use the proper cleaning solution provided near the utility sink with the provided measuring cup as per instructions. ¼ cup per gallon of hot water. After mopping DISPOSE OF DIRTY WATER OUTSIDE ONLY from the side deck or the front side landing. Three mops and buckets are provided to help hasten the cleanup process. Black scuff marks are to be removed only by mopping. Do not use chemicals or abrasives to remove them, as it strips the wax layer of the floor. Deposit will be charged for buffing.
8. **A/C or Heat** Turn off thermostats at the end of your reservation.
9. **Kitchen Appliances** Turn off dish sanitizer, stove burners, griddle, and ovens. DO NOT blow out pilot lights.
10. **Close Windows and Shutters** Check and close all windows and shutters.
11. **Lights** Turn off all lights when exiting the building. See map posted near thermostats.
12. **Lock ALL Doors** Lock and close doors, exit through front or side push bar doors, then place key in the exterior drop slot on the red side door.
13. **Inspection** will be completed the day of your event or the following morning. We encourage you to be present for the walkthrough so you may complete any missed cleaning, to avoid unnecessary deposit charges. If you are not present for the inspection, we will contact you with the results of the inspection and the status of your deposit.

Please sign below that you have read, understand, and will adhere to all of the above listed rules and expectations.

LESSEE signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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## Exhibit C

### Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until cancelled.

<b>Credit Card Information</b>
Card Type: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AMEX  <input type="checkbox"/> Other _____
Cardholder Name (as shown on card): _____
Last 4 digits of Card Number: _____
Expiration Date (mm/yy): _____
Cardholder ZIP Code (from credit card billing address): _____

I, \_\_\_\_\_, authorize SHINGLE SPRINGS COMMUNITY CENTER to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account.

Cardholder signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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