

Clean the floor with Bona Not water.



ATCHISON VILLAGE HALL AUDITORIUM RENTAL POLICY AND AGREEMENT

Recitals:

1. This FACILITIES USE AGREEMENT (hereinafter "Agreement") is entered into on day and month of _____, 20__, by and between Atchison Village Mutual Homeowners Corporation (hereinafter "Atchison") and _____ (hereinafter "Licensee").
2. Atchison is the owner of events hall located at 270 Curry Street, Richmond, California 94801 as well as common areas accessible from the Hall (hereinafter "Hall"). Atchison maintains and owns the events hall which contains, among other things, basic furnishings such as tables, chairs, stage, and basic lighting.
3. It is the desire of the Licensee to rent the hall for the purpose of:

4. It is understood that regardless of the purpose, the primary use shall be to benefit Atchison members.

Restrictions:

1. Hall rental is restricted to use by Atchison Village ("AV") members only. AV members renting the Hall for the primary use and enjoyment of non-AV members is prohibited and will result in loss of privileges or other penalties for the AV member(s) involved.
2. Official Atchison uses, including but not limited to regular/special board meetings as well as other board gatherings will have priority booking, but may not pre-empt already-scheduled events. Use by state, county, city, and federal entities for the conduct of elections, as well as Atchison Village elections, shall have top priority.
3. The Hall may not be scheduled on the day or evening before or after the election is to be held. No-fee Hall use is available to groups associated with Atchison Village by permission of the board of directors or most of the membership. For regular use by these groups, the event may be entered on the Hall Use calendar. If cancelled, 15 days' notice is required.
Rear and front doorways in the hall are fire escape lanes and must not be blocked by tables, chairs or other items either inside or outside of the hall.

What is required to rent the AV Hall:

1. A completed application form is due no later than 15 days after you reserve the hall. If not received the requested reservation date will not be confirmed as available.
2. A deposit in the amount of \$500. (five hundred dollars), is due no later than 15 days after you reserve the hall. If not received the requested reservation date will not be confirmed as available.



3. Rental fee (see page 5) and liability insurance policy (see #4 below) are due no later than 15 days before the event.
 4. At least 15 days prior to the event, Licensees shall provide evidence of an insurance policy which includes personal liability insurance in the amount of \$1,000,000. (One million dollars). AV shall be named as an additional insured on this policy, and it must show the date of the event.
 5. IF YOU PLAN TO HAVE A JUMPER OR INFLATABLE PLAY STRUCTURE AT YOUR EVENT, you will be required to purchase and provide a copy of a supplemental insurance policy of at least \$1,000,000. (One million dollars) with Atchison Village Mutual Homes Association named as additional insured. Furthermore, the jumper or play structure shall be provided by a company that is approved by Atchison Village Mutual Homes Association. A list of approved vendors shall be provided upon request.
 6. Cancellations shall be made in writing at least 15 days prior to the event or the deposit will be forfeited.
 7. Licenses agree to accept full responsibility and liability for their guests while on AV property.
 8. Sound must be kept down to reasonable levels since members live close by. Regardless of actual volumes or noise, if residents feel vibrations in their homes, the sound is too loud. Licensee is advised that the city of Richmond requires sound be lowered at 10:00PM and shut off completely at 11:00PM. There are no exceptions to this rule. Penalties will be a loss of part, or all of the deposit and revocation of hall use privileges of the members involved.
 9. Parking for guests is around the perimeter of Richard Boyd Park. Vehicles parked in private off-street lots, parking bays or courts will be towed away at vehicle owner's expense.
 10. BUILDING CAPACITY is either 200 standing or 100 seated, per Richmond Fire Ordinance. Please make sure your gathering does not exceed these limits. Doorways are not to be blocked with tables, chairs or other items.
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Access

Keys: Will be issued on Friday if the reserved event is on the following Saturday or Sunday. If the reserved event is scheduled on Monday through Friday, the keys will be issued the day prior. Access to the hall is not allowed until 12 noon on the day of the event, *except by special arrangement.*

Three keys are required for access: (One) Outside gate key, (One) community room building key, and (One) interior Hall key.

The 4th key on the ring unlocks the supply closet in the women's restroom where cleaning supplies may be found. Please keep this door locked except when obtaining cleaning supplies.

Rules and agreement for hall use



Licensee: Read and initial. This indicates understanding and agreement with each rule.

1. ____ Noise levels must be kept down. Residents live nearby. If your party sound is vibrating their house, it is too loud. If a resident comes to your event to complain about the noise, you must turn it down. If you fail to comply with requests to lower the volume, you risk forfeiting your deposit and hall use privileges. Richmond City Ordinance states volume must be lowered at 10:00PM and shut off completely at 11:00PM. This is our policy. It is not optional. There are no exceptions.
 2. ____ **No tape is allowed on the floor of the auditorium No nails or staples are allowed to be used on any surfaces in the hall. Walls may not be painted. Blue painter's tape may be used to attach your decorations to the walls if it is removed afterwards. No dragging of tables and chairs across the floor, please carry them.**
Outside billboards and displays need the approval of the Hall manager.
 3. ____ Activities: AV premises are not to be used for gambling or any unlawful activities. Exceptions are Bingo Night, Casino Night, or other such fundraising activities so long as approval is obtained from the Hall Manager.
 4. ____ Use of equipment: Use of the kitchen is allowed. The stove must be cleaned and turned off after each use. The refrigerator must be emptied. All supplies must be removed. Trash and recycling must be removed. Floors and counters must be cleaned. Failure to comply may result in withholding some or all your deposit.
 5. ____ Locking up: Upon conclusion of your event, all windows and doors must be closed and locked. The hall furnace thermostat must be turned off. All lights must be turned off except the light in the entry hall.
 6. ____ Cleanup must be done that night or by 10:00AM the following morning. Other events are often scheduled for the following day, so plan to arrive early and finish cleaning by 10:00AM. Failure to comply may result in withholding some or all your deposit.
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Floors: The Hall floor must be swept and mopped with no water, use the Bona cleaner with a dry mop ONLY. All spills of liquid occurring during the event should be mopped up immediately with dry towels or dry mop. For the floor in the bathroom and kitchen you may mop with water and the floor cleaner, Mr. Clean, located in the closet. All garbage must be removed from the premises (it is the members responsibility to take the garbage). Tables and chairs must be cleaned and returned to their storage location. The inside and outside of the premises must be in good condition. *SEE CLEANING CHECKLIST*

Failure to comply may result in the withholding of some or all the deposit.

7. ____ No liquor shall be bought or sold on premises. No Illegal drugs are allowed on AV property. You are responsible for making sure minors do not have access to alcohol.
8. ____ No smoking is allowed inside AV buildings, on AV grounds, or within 25 feet of doorways. Smokers must smoke on the street and deposit their butts in butt containers, not on the ground.



9. ____ Refusal to Pay: Refusal to pay any expenses which exceed your deposit that are incurred by the corporation because of repairs needed or other damage to the hall from your event, whether by intent or by neglect, shall result in action being taken by the Board of Directors.
10. ____ Parental Responsibility: Children and minors on the premises shall always be supervised by a responsible adult both indoors and outdoors. Climbing trees, roofs and fences is prohibited. Damage or destruction to the building, the landscaping or the equipment shall be billed to the licensee/user. Failure to comply may result in the withholding of some or all the deposit.
11. ____ Licensee understands the building capacity regulations and agrees to comply by them. AV auditorium has a capacity of 200 standing or 100 seated, per the Richmond Fire Marshal. Your liability policy may limit attendance to 140 people in total. Please read it.
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I HAVE READ AND UNDERSTOOD THE RULES FOR THE USE OF ATCHISON VILLAGE HALL, GROUNDS AND EQUIPMENT.

If I do not comply by all the rules expressed herein, I understand that I could lose my hall rental privileges and deposit, as well as being liable for additional charges.

SIGNED _____ DATE _____



Atchison Village Mutual Homes Cooperation

Request for Use of Village Hall Auditorium

Please fill out the form completely as it provides information regarding tracking the Hall use.

Staff: Make copies of all checks and attach them to this document.

Request taken by _____ Date _____

Name of Renter/User _____ Unit# _____

Address _____ Phone _____

Email _____

Space use: Auditorium ☐ Library ☐ Kitchen ☐ Outside ☐ Other ☐ Repeat use ☐ Yes ☐ No

Date of proposed use _____

Time From _____ to _____ Hours to set up from _____ to _____

Requested for purpose of _____

Approximate number of people who will attend _____

Will an admission fee be charged? ☐ Yes ☐ No, if so, indicate estimated amount _____

How will the money be used? _____

Charges Deposit \$500: Date received/by: _____ / _____ (Staff: Copy and attach check)

Select Plan	Time with or without Music	AV MBR Hall Fee	Date Paid
	Up to 6:00 pm – NO music or DJ	\$ 200	
	Up to 6:00 pm – With Live Music or DJ	\$ 400	
	Up to 11:00 pm – No Music or DJ	\$ 500	
	Up to 11:00 pm – With Live Music or DJ	\$ 800	
	Fees Waived – GM initials needed	*****	*****

Documentation Proof of insurance: Date received. _____ Company: _____

Certification: I, _____, agree to assume full responsibility for conducting the affair described above in the proper manner. I have read and agree to follow Hall regulations and will be in attendance for the hours shown above. REMINDER: *If noise is excessive from music or guests, indoors or outside, member/renter will forfeit some or all of deposit and will not be allowed to use the Hall, for a period to be determined by the Board of Directors.*

Signed _____ Date _____

Staff Notes
