

San Geronimo Valley Community Center

RENTAL GUIDELINES

People who rent the facilities at SGVCC agree to the following guidelines:

- 1. Cleaning & Deposit:** A \$100 refundable cleaning and security deposit is required with each rental. Please include a separate deposit check with your balance due. This check will be held and returned to you if the space rented is found in a clean and acceptable condition.
- 2. No alcohol** is allowed on the San Geronimo Valley Community Center premise at any time.
- 3. Keys:** Deposit \$25 (refundable). Call Poko Giacomini 415-488-8888 ext. 250 one week prior to your event to make arrangements to pick up keys to the Center and for the room(s) that you are renting. Keys can generally be picked up during regular business hours, 9 AM to 5 PM, Monday through Friday. We recommend you call first to make sure that someone will be available when you plan to come by. When you pick up the key(s) make arrangements for their return with the person who gives you your keys.
- 4. Chairs and Tables:** Chairs are in a storage closet between the Valley Room and West Room. Because the rooms are in frequent use, it is generally not possible to set up the chairs prior to the time that you will be using the room. Chairs and tables need to be put back in the storage closet in a safe and orderly manner after using the room. Do not drag furniture across the floors. This often damages the surface. At the time of the rental, please provide the number of chairs and tables you anticipate using.
- 5. Breakage or Damage:** It is the responsibility of the renters to repair or reimburse SGVCC at fair market value for any breakage or damage to equipment or facilities.
- 6. Cleaning:** All renters are responsible for assuring that the space that they rent is left in a clean and organized condition in which it was found. This may entail sweeping or mopping the floors of the room(s) and/or hallway and cleaning the kitchen including the stove, sink and refrigerator, if used. A broom and dust mop are available. All garbage should be put in the appropriate bins in the outdoor recycle/garbage/compost bins located on the west side of the building. Any recycle/garbage/compost in excess of what can fit in these receptacles must be carted away by the renters.
- 7. Locking Up:** After you have finished using the space in the Community Center (including cleanup) please be sure that the lights and the fans are turned off and all windows and doors are locked.
- 8. Art Displays:** The Valley and West Rooms are used to display monthly rotating gallery exhibits by local artists. Gallery art can not be moved during your rental.

For more info, contact rentals@sgvcc.org



San Geronimo Valley Community Center
P.O. Box 194
6350 Sir Francis Drake Blvd.
San Geronimo, CA. 94963
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RENTAL AGREEMENT (Page 1)

Name: _____ Contact Phone # _____

Mailing Address: _____ Town: _____ Zip: _____

Email: _____

Date(s) of rental: _____ a.m./p.m. to _____ a.m./p.m.

Room(s) need: _____

Valley Room

The Valley Room is approximately 750 sq. feet and will hold up to 100 people. There are 75 chairs and 6 folding tables (6'x 3') and 6 round tables (4') available. It has an upright piano for use.

West Room

The West Room is approximately 600 sq. feet and will hold up to 60 people. It has a grand piano for use. Chairs and tables are available. (See above)

East Room

The East Room is approximately 390 sq. feet and will hold up 10-25 people, has a 72" TV screen mounted on the wall for use and black-out curtains to darken room for presentations.

Living Room

The living room is approximately 286 sq. feet and will hold 10-12 people. Great room for meetings and we also have comfortable couches to make your stay pleasant.

Kitchen

We have a fully equipped and beautiful tiled kitchen also available to rent. It includes the use of a six burner gas range, double size oven, a large commercial refrigerator (one side is food bank and one side is available), dish washer and other small appliances.

Please include your total set-up and breakdown time in your total hours of rental

Total # hours of rental use: _____

Total # of rooms: _____

Tech needs: _____

Total: _____



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RENTAL AGREEMENT (Page 2)

Cost per Room:

Non-San Geronimo Valley or Non-Nicasio Resident: \$40.00 per hour

San Geronimo Valley or Nicasio Resident or Non-profit: \$32.00 per hour

Commitment of one class or activity per week for 3 months or more: 15.00 per hour

If you are interested in a one-time free room rental to try out a class or workshop Check here

For memorial services for local residents: Free (based on availability)

You will need to provide a Certificate of Insurance (see below) with the Rental Contract, as well as, a separate, refundable \$100.00 Security and Cleaning Deposit at the time of booking. The rental party will be financially responsible for any damages incurred to any equipment used or damage to the building during the agreed hours of rental.

Payment in full is expected 48 hours prior to your event.

Insurance Certificate: " Prior to the use of any Community Center Facility, the renter will need to submit a certificate of comprehensive liability covering personal injuries, wrongful death, and claims of property damage, with a combined single limit of not less than \$1,000,000 per occurrence. This certificate of insurance needs to name the Lagunitas School District and San Geronimo Valley Community Center as the "certificate holder" or "named insured".

I have read the rental guidelines and agree to the terms and conditions of space rental of the San Geronimo Valley Community Center.

Signature _____ Date _____



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TECH NEEDS FOR YOUR RENTAL

We encourage you to provide your own equipment & tech support.

If you need our support & equipment

TV Monitor

Projector & Screen

Sound system

Stage

Tech Support is required if using our equipment. Arrangements must be made 10 days in advance of event.
Cost is \$50 per hour, minimum of 1 hour.



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RENTAL CHECKLIST

Before Your Rental

- Call the Community Center at (415) 488-8888 ext. 250 or email rentals@sgvcc.org to reserve space on our calendar.
- Send in reservation form within 2 days of receipt to SGVCC, P.O.Box 194, San Geronimo, Ca 94963 with 50% deposit to confirm reservations.
- Pick up keys during the Center's regular business hours: 9 AM to 5 PM, Monday - Friday during the week before your event. Call the Center at 488-8888 ext. 250 one week prior to the event to arrange for key pick up. Please be sure your balance is paid and your separate cleaning and security deposit has been received before your rental date.
- Pay rental in full 48 hours prior to your event.

After Your Rental

- Make sure all the chairs and tables are put back into the storage closet in a safe and orderly fashion and that all furnishings in the room are put back the way they were found. PLEASE DO NOT MOVE PIANOS!
- Sweep and if necessary, mop the floor.
- If you have used the kitchen, please make sure that floors, all equipment, utensils, dishes, sink, stove etc. that you have used are left in a clean and orderly condition as you found them.
- Close and lock all windows and doors.
- Put all refuse in proper recycling, trash or landfill receptacles. Cart away any refuse unable to fit in recycling, trash or landfill bins provided.
- Turn off all inside lights. Leave one set of outside lights (switches are in center of lobby hallway) if you leave after dark.
- Make sure all doors are locked before you leave the Center, including the door to the Valley, West Rooms and the doors leading outside. Before you leave put keys through the lower door slot of the Valley Resource Center office. Lock yourself out of the building.

We hope your event or gathering is a success and that you enjoy using the San Geronimo Valley Community Center!



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