

RANCHO SANTA TERESA SWIM & RACQUET CLUB RENTAL RULES AND REGULATIONS - MEMBERS

NOTE: IF ANY OF THE RULES AND GUIDELINES LISTED BELOW IS VIOLATED IN ANY WAY, THEN DEPOSIT WILL BE PARTIALLY OR TOTALLY FORFEIT, AND ADDITIONAL CHARGES MAY OCCUR.

Equipment usage covered by Rental Fee includes - tables (round and/or rectangular), folding chairs, refrigerator, freezer, stoves/ovens, microwave, and lounge furniture. Refrigerator and freezer doors are locked prior to and after usage and cleaning. If any of these items or appliances, as well as any other Club property, is damaged in any way, the deposit will be partially or totally forfeit and additional charges may occur. ****NOTE STORAGE CHART POSTED IN CLOSET.**

Furniture Inventory:	14 round tables 60" diameter	– seat 8 to 10 people, use 84" round tablecloths
	13 rectangular tables 72" long	– seat 6 to 8 people, use 96"x 48" tablecloths
	1 rectangular table 84" long	– seat 10 to 12, or for utility use.
	154 metal folding chairs	– 3 folding chair carts, 50 chairs each
	2 metal round table carts	– each holds seven 60" round tables

HALL AND LOUNGE RENTAL RULES:

1. The Hall is available for social activities and not-for-profit functions ONLY. No business ventures or profit making functions, such as dances where admission is charged or commercial sales campaigns, are to be conducted. Alcohol is prohibited at parties for minors under 21 years of age.
2. Hall Capacity is no more than 150 people for sit-down functions, and 200 for standing functions. Lounge capacity is no more than 40 people. Lounge Rental **DOES NOT** allow access to or use of the Hall. Security Patrol will document use. (If the Lounge is rented and more than 40 people are in attendance and/or anyone goes into the Hall, your deposit will automatically be forfeited and you may be subject to additional fines and penalties.)
3. Club usage under the Rental Agreement includes Club Hall and/or Lounge and upper deck area, one propane gas barbecue grill, and one charcoal barbecue grill (Renters to provide their own charcoal). Gates to the Pool area will remain locked at all times. Members desiring to use the Pool area **MUST** enter through the Camino Verde entrance gate and be verified in the Computer ID system and pay the current Fee charges for their Guests. Rental does not include access to the Pre-School Room.
4. Fireplace can be used for burning "PrestoLog" type firelogs **ONLY**. No ordinary firewood is allowed, and fireplace cannot be used for disposal of paper or debris.
5. Lounge can only be used for socializing and/or serving of food for Hall Rental. Sofas and coffee/end tables in the Lounge must not be moved out of the Lounge.
6. **NO SMOKING IS ALLOWED ANYWHERE WITHIN THE BUILDING – HALL, LOUNGE, KITCHEN, HALLWAYS, OR BATHROOMS – PER SANTA CLARA COUNTY AND CITY OF SAN JOSE CODES.** NO SMOKING IS ALLOWED ON THE UPPER DECK. Smoking is ONLY allowed outside at the front of the building or at the street curb. Please dispose of cigarette butts appropriately.
7. Hall or Lounge Rental will be subject to Security Patrol presence at the expense of the Renter to ensure Renters' safety, and Rental Rules & Regulations compliance. If a security officer does not show, then call Atlas Security at 972-2099 for coverage. Also please page RSTS&RC at **236-0249** to let us know.
8. All functions must conclude, Club facilities and premises cleaned, and furniture returned and stored as posted, **NO LATER than Midnight. NO EXCEPTIONS.**
9. Music for the event, be it band or DJ, is not allowed outside the building after 10:00pm. The doors must be closed if music continues inside after 10:00pm, and must be at a reasonable volume, so as not to disturb the neighborhood.
10. Persons renting Club facility and signing Rental Agreement are liable for ANY and ALL damages resulting from the actions or misconduct of any and all attendees of the Rental function. Security Officers will document any such occurrences for confirmation of such actions or misconduct.
11. Any persons renting the Club facility must have liability insurance coverage for the event. Renter's insurance agent can set up coverage using renter's Homeowner or Rental policy, naming the Rancho Santa Teresa Swim & Racquet Club as "additional insured" for the event date. A second option is to provide a special "event endorsement", or thirdly, to provide individual event insurance. Liability and Bodily Injury limits are to be covered at a minimum of \$1,000,000.00. The agent must fax this

- document to the RST office number below. Correct proof of coverage must be received in our office within TWO WEEKS of reservation/deposit payment, or the reservation will be canceled and any payments made will be refunded. Please call the office with any questions. Fax insurance to: 225-6325.
12. Members renting Club facility shall be responsible for initiating and planning rental function on behalf of himself/herself or for a member of his/her immediate household or family. Member signing the Rental Agreement **MUST** be present at the function. Any violation of this Rule will result in the Member being assessed the Rental Fee equivalent to the Non-Member Rental Fee. Suspension of Membership privileges will be considered by the Board of Directors for such an infraction.
 13. The Board of Directors reserves the right to refuse the rental of the Club facilities for functions found to be in conflict with Club Rules & Regulations, governmental codes/laws/regulations, or contrary to the benefit of the club.
 14. Decorations may only be hung from wood beams and chandeliers, not the walls or the floor. If your function is using balloons or centerpiece decorations, you may use fishing line and weights to anchor them down. **Absolutely NO staples, thumbtacks, pins, duct tape, or nails** are allowed to hang decorations. SCOTCH TAPE may be used but **MUST BE REMOVED ENTIRELY** before leaving the building. Failure to do so will forfeit the deposit.
 15. All tables and chairs **MUST** be returned to the Storage Closet when the event is over. Replace them in the proper manner designated on the chart, and with due care not to damage the tables and chairs. Failure to do so may result in a minimum deduction of \$75 from the deposit for a Rearrangement Fee. ****NOTE STORAGE CHART POSTED IN CLOSET****.
 16. All decorations and debris must be removed from all floors and areas. All spills must be mopped up; mop is in janitor's closet by Ladies Room. Kitchen counters, appliances and refrigerator/freezer must be cleaned and doors (including refrigerator/freezer) and windows must be secured/locked. All garbage must be placed in provided trash containers and left outside by the outdoor bar/counter area for disposal. All unserved food must be taken away and must not be disposed of in trash cans. Cleaning fee covers bathrooms, floors, and vacuuming.
 17. Building security requires ALL doors and windows must be closed and/or locked, including refrigerator and freezer; lights must be turned off in Hall, Lounge, Storage Closet & Bathrooms. Renter is responsible to return Rental Keys; they must be deposited in the Mailbox (located by the front entrance on the Sorrento Way side of Hall). Failure to do so may forfeit Keys Deposit. ****Requests for early access to keys and/or premises prior to date of Rental may be accommodated for a non-refundable \$50.00 fee if the hall is not rented during that time.****
 18. Rancho Santa Teresa Swim & Racquet Club, its Board of Directors, and Staff are not responsible for any lost, damaged or stolen personal articles belonging to Renter and/or his/her function attendees/Guests during the Rental period.
 19. In the months of May, June and July, there may be 3 or 4 Saturday mornings, during which the Rancho Santa Teresa Sea Otters Swim Team will be conducting Swim Meets. Rental functions scheduled for any of these Saturday dates will **NOT** have access to the Club facilities' kitchen before 2 PM. Access to facility prior to 6 AM on the Rental Date may be available for an additional fee.
 20. Application process and arrangements to pick up Club Hall/Lounge and Refrigerator/Freezer Keys can be made through the Club Manager or Office Coordinator – Mon. through Fri., 9AM to 1PM. Please call the Club office at (408) 227-5758 to make an appointment. **(It is the renter's responsibility to bring an interpreter if he/she needs one.)**
 21. If Renter states on the application that there are fewer than 100 guests, but the Police Officer counts more than 100, then the renter will be responsible for the cost of the second Police Officer.

**RANCHO SANTA TERESA SWIM & RACQUET CLUB
EMERGENCY ONLY PHONE NUMBERS**

<u>PERSON</u>	<u>TITLE</u>	<u>PHONE</u>
Doug Lowe	Club Manager	629-2156
Kerry Burnham	Board President	362-9303