

Rancho Santa Teresa Swim & Racquet Club

286 Sorrento Way, San Jose, CA 95119
Phone (408) 227-5758 rstsrcmemberinfo@gmail.com



HALL/LOUNGE RENTAL RULES AND REGULATIONS

Violation of RSTSRC Rental Rules and Regulations may result in partial or total forfeit of your deposit and additional fees may occur.

Equipment usage covered by Rental Fee includes tables, folding chairs, refrigerator, freezer, stoves/ovens, microwave, and lounge furniture. If any of these items or other Club property is damaged, the deposit may be partially or totally forfeit and additional charges may occur.

Furniture Inventory:	14 round tables - 60" diameter	Seats 8 to 10 people
	14 rectangular tables - 72" long	Seats 6 to 8 people
	1 rectangular table - 84" long	Seats 10 to 12, or for utility use
	4 square tables - 34" square	Seats 4 to 6 people
	135 metal folding chairs	3 folding chair carts, up to 50 chairs each
	2 metal round table carts	Each holds seven 60" round tables

- The Hall and Lounge are available **ONLY** for private social activities and not for commercial use. 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.
- Lounge Rental **DOES NOT** allow access to or use of the Hall. 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. Sofas and coffee/end tables must not be moved out of the Lounge.
- Your rental agreement includes the usage of the Club Hall and/or Lounge, plus the upper deck area, one propane gas barbecue grill, and one charcoal barbecue grill (Renters to provide their own charcoal). Unless there is a Rental Pool Party, gates to the Pool area will remain locked at all times.
- A Rental Pool Party may be requested as part of a Hall/Lounge Rental, allowing access to the Pool area during Main Pool hours. Pool Parties are limited to no more than 50 people. The renter member must ensure all non-member guests who access the pool area sign in at the Pool window first and must pay Guest Fees for each of their non-member guests accessing the Pool area. The Upper Deck gate may be left open for access to the Pool Deck during Main Pool hours. It will be locked when the Main Pool closes for the day. Rental Pool Parties may use the tables/chairs and BBQs on the Upper Deck. Tables/Chairs & BBQs on the Pool area can **NOT** be reserved. If you require Pool area tables/chairs or BBQs, you will need to use the non-rental Pool Party request form, which is a separate approval process and **NOT** part of the Hall/Lounge rental.
- **NO SMOKING IS ALLOWED** on the upper deck or within the building (hall, lounge, kitchen, hallways, or bathrooms) per Santa Clara County and City of San Jose codes. Smoking is only allowed outside at the front of the building or at the street curb. Violation of the smoking clause will result in forfeit of 100% of deposit.

Continued on Page 2

Rancho Santa Teresa Swim & Racquet Club

286 Sorrento Way, San Jose, CA 95119

Phone (408) 227-5758 rstsrmemberinfo@gmail.com



- Any person renting the Club facility must have liability insurance coverage for the event that includes “liquor liability” or “host liquor liability” – even if no alcohol is planned, that names Rancho Santa Teresa Swim & Racquet Club as “additional insured” for the event date. Liability and Bodily Injury limits are to be covered at a minimum of \$1,000,000.00. The Renter’s insurance agent can set up coverage using renter’s Homeowner or Rental policy or renter can purchase a special “event endorsement” or individual event insurance through a vendor like [The Event Helper](#). Correct proof of coverage must be received in our office within TWO WEEKS of making the reservation or the reservation will be canceled and any payments made will be refunded. Please call the office with any questions.
- In the summer months 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.
- Décor items in the Lounge may not be moved and the renter is responsible for replacing damaged items.
- Decorations may only be hung from wood beams and chandeliers, not walls or floor. You may use fishing line and weights to anchor balloons or centerpiece decorations. Absolutely **NO** staples, thumbtacks, pins, duct tape, black tape or nails are allowed to hang decorations. SCOTCH TAPE may be used but must be removed entirely before leaving. No tape allowed on the trophy case. **Failure to do so may result in a minimum deduction of \$40 from the deposit for additional cleaning.**
- Use of the fireplace(s) must be pre-approved in writing. The fireplace can only be used with “Presto Log” type fire logs, no ordinary firewood is allowed. Fireplace cannot be used for disposal of paper or debris
- All tables and chairs must be returned to the Storage Closet when the event is over. Replace them in the proper manner designated (storage chart posted in the closet) 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.
- Requests for early access to keys and/or premises prior to the date of Rental **Guaranteed Day-Before Early Access** is \$102 for lounge and \$225 for hall rental cost (no charge if less than 7 days prior.)
- No music is allowed outside the building after 10:00pm. If music continues past 10:00pm, all outside doors must be closed and music must be at a reasonable volume, so as not to disturb the neighborhood.
- Curfew: All functions must conclude, Club facilities and premises cleaned, and furniture returned and stored **NO LATER than 11:45pm.** No exceptions. Alarm will be set at midnight.
- Persons renting Club facilities and signing the Rental Agreement are liable for ANY and ALL damages resulting from the actions or misconduct of any and all attendees of the rental function.
- If police, Board members or Rancho staff are called to the facility in response to noise or curfew complaints, renters may forfeit their entire security deposit.
- 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.
- 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.
- The Hall/Lounge may be rented no more than 12 times per calendar year and no more than three consecutive weekends in a row by one single member or another member of that organization.
- The Game Room must be supervised at all times.
- Application process can be made through the Office during office hours or by appointment. Please call the Club office at (408) 227-5758 or email rstsrmemberinfo@gmail.com.
- There are no jump houses allowed.
- There are six mini convenience ramps for easier access located in the tables/chairs closet. You are responsible for setting them out and ensuring that they are returned to the proper storage. You will be responsible for any damage or lost convenience ramps.

Rancho Santa Teresa Swim & Racquet Club

286 Sorrento Way, San Jose, CA 95119
Phone (408) 227-5758 rstsrcmemberinfo@gmail.com



YOUR CLEANING RESPONSIBILITIES:

- Cleaning fee covers bathrooms and floors.
- All decorations and debris must be removed from all floors and areas, including the upper deck. Mop up all spills (There is a mop in the janitor's closet by Ladies Room). **DO NOT USE CLEANERS ON THE FLOORS.**
- Kitchen counters, appliances and refrigerator/freezer must be emptied & cleaned.
- If the Game Room is used, the floor must be swept and all items returned to their original locations.
- **SCOTCH TAPE must be removed entirely before leaving the building. Failure to do so may result in a minimum deduction of \$40 from the deposit for an Additional Cleaning Fee.**
- All garbage must be placed in the proper cans. Note signs for “wet” and “dry” trash.
- Provided trash bags are in the kitchen. Please put all trash 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.**
- Turn lights off (Hall, Lounge, Storage, Bathrooms); Secure/Lock windows & doors; Return key in lockbox on Sorrento Way entrance.)

RSTSRC EMERGENCY ONLY PHONE NUMBERS

<u>PERSON</u>	<u>TITLE</u>	<u>PHONE</u>
Luke Brown	Facilities Manager	408-802-5521
Kathy Kirtland	Office Coordinator	408-504-6111