



## Chinese Club of San Marino Facilities Usage Agreement

*Effective on 7/1/2021*

The Chinese Club of San Marino (“CCSM”) is a non-profit membership organization promoting cultural exchange, appreciation of diversity, educational development, community service, and community spirit. Usage of CCSM facilities is primarily permissible to provide services to club members and the community.

**CCSM will not permit facilities usage for individuals or groups who promote or adhere to any forms of discrimination or exclusivity. CCSM reserves the right to deny any rental application.**

The organization or individual (“user”) using the facilities must adhere to conditions set forth in this document.

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### Eligibility & Fees

Facilities are available for rent between the hours of 8 AM and 10 PM. User may apply to use any or all of following spaces: (please see the floorplan of Chinese Club for reference.)

#	Room	Maximum Capacity	Restrooms
A	Main Hall	100	2
B	Kitchen	10	1 (back classroom)
C	Middle Activity Room	30	1 (back classroom)
D	Back Classroom	30	1

### Event Categories

Applicants/events must meet one of the four categories below:

- 1) CCSM Activities
  - a) Official CCSM Sponsored Activities – No fees
  - b) CCSM Group Activities - Cleaning fee only
    - i) The group leader/organizer is either a CCSM director or a CCSM adviser
    - ii) At least 80% of participants are to be “Active” CCSM members
    - iii) Remaining participants must be existing activity paid members.

Room	Hourly Donation	Minimum Hours	Cleaning Fee
Main Hall	\$0	N/A	\$25
Kitchen	\$0	N/A	\$50 (refrigerator only and w/o kitchen appliance usage.)
			\$100 (w kitchen appliance usage)
Middle Activity Room	\$0	N/A	\$15
Back Classroom	\$0	N/A	\$15

2) San Marino City Government, San Marino Police & Fire Department and San Marino Unified School District affiliated events and groups.

Room	Hourly Donation Weekdays	Hourly Donation Weekend (Friday 6pm – Sunday 10pm)	Minimum Hours	Cleaning Fee
Main Hall	\$25		2 hours	\$25
Kitchen	\$15		2 hours	\$50 (refrigerator only and w/o kitchen appliance usage.)
				\$100 (w kitchen appliance usage)
Middle Activity Room	\$15		2 hours	\$15
Back Classroom	\$15		2 hours	\$15

3) CCSM Board Member or Adviser co-sponsors events and groups:

Room	Hourly Donation Weekdays	Hourly Donation Weekend (Friday 6pm – Sunday 10pm)	Minimum Hours	Cleaning Fee
Main Hall	\$100		2 hours	\$50
Kitchen	\$50		2 hours	\$100 (refrigerator only and w/o kitchen appliance usage.)
				\$200 (w kitchen appliance usage)
Middle Activity Room	\$50		2 hours	\$30
Back Classroom	\$50		2 hours	\$30

- 4) For any organization that are not belong to the above mentioned categories 1, 2, or 3, the the application is subject to screening and final approval by the CCSM Property Committee with the following fees:

Room	Hourly Donation Weekdays	Hourly Donation Weekend (Friday 6pm – Sunday 10pm)	Minimum Hours	Cleaning Fee
Main Hall	\$200		2 hours	\$100
Kitchen	\$100		2 hours	\$200 (refrigerator only and w/o kitchen appliance usage.)
				\$300 (w kitchen appliance usage)
Middle Activity Room	\$100		2 hours	\$60
Back Classroom	\$100		2 hours	\$60

## Application, Reservation Deposit, and Payment

For category 1b, the group application form or the facilities use application form needs to be submitted to CCSM Property Committee for approval at least 15 days before the event date.

For categories 2, 3 and 4, the facilities use application form needs to be submitted to CCSM Property Committee for approval at least 30 days before the event date.

A reservation cannot be confirmed unless a valid credit card or check with valid California driver license copy is provided to be on file along with a \$300 pre-authorization hold.

In addition to the stated usage and cleaning fees, property damages or excessive cleaning fees will result in additional charges. (See infractions section at the end of the agreement.)

## Responsibility

The user:

- 1) Assumes full responsibility for all damages or loss of property.
- 2) Must notify CCSM immediately in case of any emergency situations.
- 3) Is responsible for having every participant of the event sign a waiver form provided by CCSM; for minors under 18 years-old, a parent or legal guardian would need to sign the waiver form.

## Restrictions and Prohibited Items

- 1) Kitchen Appliances (for groups without supervision of CCSM office, directors, or advisers).
- 2) Alcohol.
- 3) Cigarettes.
- 4) Open flame including candles and portable burners.
- 5) Any props or displays involving excessive water.

## Event Conclusion and Clean Up

- 1) Facilities must be restored to the condition prior to the event.
- 2) Dispose of trash in dumpsters located in the back parking lot.
- 3) Trash cans are to be left completely empty.
- 4) All windows and doors into facilities are to be locked.
- 5) Thermostat and lights to be turned off.
- 6) Tables and chairs to be struck down and returned to the storage room.

## Cancellation

Reservations must be cancelled at least 72 hours prior to the event. Failure to do so will result in forfeiture of 50% event fee unless an event beyond the User's control, e.g. act of God, prevents the event from occurring.

## Indemnification

*User shall indemnify, defend and hold harmless CCSM against all demands, suits, judgments, settlements, claims, damages to persons and/ or property, fines, liens, losses and other liabilities, including reasonable attorneys' fees arising out of or in any way related to the event hosted by User, including claims for loss or damage to any property, or for death or injury to any individual. This indemnity shall survive the termination of this Agreement. User hereby releases CCSM from any and all liability or responsibility to User or anyone claiming through or under User by way of subrogation or otherwise for any loss or damage to equipment or property of User, User's guests or vendors contracted by User.*

## APPLICATION FOR USE OF FACILITIES

1. Applicant: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

2. Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3. City/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

4. Date(s) Requested: \_\_\_\_\_

Time of day: From: \_\_\_\_\_ to: \_\_\_\_\_ (Please include set up and clean up time)

If recurring: Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

5. Purpose of Meeting/Event: \_\_\_\_\_

6. Approximate Attendance: \_\_\_\_\_

7. Event Category:  1     2     3     4 (Please check one to apply for the usage)

8. Facilities Requested:

<b>Main Hall</b>		
<input type="checkbox"/> Folding Tables Quantities:	<input type="checkbox"/> Folding Chairs Quantities:	<input type="checkbox"/> Cocktail Tables Quantities:
<input type="checkbox"/> WiFi access	<input type="checkbox"/> Sound System	<input type="checkbox"/> Video System
<input type="checkbox"/> Projector & Screen	<input type="checkbox"/> Karaoke Equipment	<input type="checkbox"/> Lighting System

<b>Middle Activity Room</b>		
<input type="checkbox"/> Flip Over Tables Quantities:	<input type="checkbox"/> Plastic Chairs Quantities:	<input type="checkbox"/> Karaoke Equipment
<input type="checkbox"/> WiFi access	<input type="checkbox"/> Sound System	<input type="checkbox"/> Video System
<input type="checkbox"/> Lighting System		

<b>Kitchen</b>		
<input type="checkbox"/> Bar Stools Quantities:	<input type="checkbox"/> Burner Stove, Oven, Microwave	<input type="checkbox"/> Refrigerator
<input type="checkbox"/> WiFi access	<input type="checkbox"/> Sound System	<input type="checkbox"/> Video System

<b>Back Classroom</b>		
<input type="checkbox"/> Folding Tables Quantities:	<input type="checkbox"/> Folding Chairs Quantities:	<input type="checkbox"/> Cocktail Tables Quantities:
<input type="checkbox"/> WiFi access	<input type="checkbox"/> Projector & Screen	

9. Do you carry your own general liability insurance in an amount not less than \$1,000,000.00?
- Yes. (Please provide certificate of insurance and separate endorsement page listing Chinese Club of San Marino along with the application.)
- No. (Please check Eventhelper.com or purchase by the other providers and submit to the office 14 days prior the event.)

10. Note: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Organization/ Individual using the facility is responsible for set up, keep clean, and return to normal set up after the approved event or activity.

By signing this form, you acknowledge that you are waiving any rights you or your group may have if you are injured during the use of the facilities and agree to comply with all the rules and regulations above.

\_\_\_\_\_

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

Signature of Responsible Party

For Office Use Only	
Approved by: _____	Total Fee: _____
Note: _____	

## Credit Card on Hold Consent Form

Please complete all fields. *Your form will be returned when the event is ended.*

Credit Card Information
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)
Card Number
Expiration Date (mm/yy)
Note

I, \_\_\_\_\_, agree Chinese Club of San Marino (CCSM) to have my credit card information above along with a \$300 pre-authorization hold for reservation of club facilities. I understand that my information will keep confidential and this form will be returned when the event is ended.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_