

Historical Society of the Upper Mojave Desert BUILDING RESERVATION SHEET

Updated: 6/23/2014

For HSUMD Historic USO building rental or event calendar questions contact:
John Abbott 760-375-5709 or 619-808-2223

Name of Renter(s) _____ Contact Phone _____
Date of Event _____ Start Time _____ End Time _____
Type of Event _____ Phone(s) _____
Renter's Mailing Address _____
Number of Guests Expected _____
Arrival Time of Guests _____ Departure Time of Guests _____
Building access required from _____ to _____ for setup/cleanup
Music/Dancing: _____ Will Have _____ Will Not Have _____
Alcohol: _____ Will Serve to Guests _____
Selling Planned (ABC Permit Required Before Event) _____
Facilities Required: _____ Sound system (\$75.00) _____ # of Tables
_____ # of Tables Clothes (\$6.00 each) _____ # of Chairs
_____ Projector / Screen (\$100.00) _____ Podium
_____ Building Setup (\$ 35.00) _____ Teardown (\$ 35.00)

Certificate of Insurance required to be provided to HSUMD five (5) days before event

Payment Information:

Security Deposit of \$150.00 is required to reserve date

Security Deposit refunded within 5 days after event

Total Fees \$ _____, required 5 days before event

Historical Society of the Upper Mojave Desert BUILDING RENTAL AGREEMENT

This rental agreement is entered into between the Historical Society of the Upper Mojave Desert, Ridgecrest, CA 93555 (hereinafter referred to as the "HSUMD") and _____ hereinafter called the "Renter" for the day (or period) in accordance with attached building reservation sheet. All functions taking place at the HSUMD Building, 230 W. Ridgecrest Blvd., Ridgecrest, California shall cease by 10:00 p.m. unless prior written approval as indicated on the attached building reservation sheet. Cleanup, in accordance with the attached building cleaning tasks, and removal of all equipment and materials brought to the building is to be accomplished by 11:30 p.m., or earlier.

2. FEES FOR USE: See building reservation sheet for itemized list of fees.

3. SECURITY DEPOSIT: In order to reserve a special date, a Security Deposit of \$150.00 is due with the signed contract. This fee will be held by the HSUMD. Said payment shall be in the form of a check or money order payable to the HSUMD and delivered or mailed to the HSUMD at 230 W. Ridgecrest Blvd. Ridgecrest, CA 93555. The Renter's deposit may be used by the HSUMD to restore the premises to the physical and sanitary condition existing immediately prior to the Renter's use, if the Renter does not clean up the premises after its use, and for such other charges as are indicated herein. If the amount of the deposit is insufficient to pay for the restoration of the premises and/or charges, the Renter shall be presented an itemized statement for additional sums due. Should no such restoration or charge be incurred, the full deposit shall be returned to the Renter within 15 days after building rental date.

4. RENTAL FEE: The rental fee(s) are due five days prior to the scheduled use. Renter shall pay to the HSUMD the amount shown on the building reservation sheet. Said payment shall be in the form of a check or money order payable to the HSUMD and delivered or mailed to the HSUMD at 230 W. Ridgecrest Blvd. Ridgecrest, CA 93555. This fee is nonrefundable if a cancellation notice is not received within two days prior to the date of the scheduled use.

5. KEYS: The Renter is responsible to return the key(s) to the HSUMD directly after the lockup of the building after the rental period has expired. Should any key not be returned, a charge equal to the cost of re-keying the locks and make 30 keys for the building shall be assessed and shall be paid for out of the security deposit. The Renter shall not use the key(s) for access to the HSUMD Building for any other time than the reservation hours specified within this rental agreement.

The Renter shall pay a charge of \$ 40.00 for each occurrence that any doors and/or windows remain unlocked subsequent to the time of the scheduled event. Renter shall have the opportunity to inspect the premises by appointment prior to the date of the scheduled use and shall be deemed to have accepted the premises as being cleaned and in a sanitary condition unless otherwise communicated to the HSUMD. Keys to the HSUMD Building must be picked up during a time agreed to by HSUMD.

6. INDEMNIFICATION: Renter is solely responsible for the actions of itself, its employees, agents, guests, invitees, non-invited guests, and all persons associated with the renter or with the purpose for which the Renter is using the premises, and Renter is solely responsible for injury to any person or for damage to any property or the acts of any person or persons for which Renter has responsibility. Renter agrees to hold HSUMD, its officers, directors, agents and employees from any and all liability, including attorney's fees and court costs, which may accrue to them by reason of Renter's use of the premises.

7. CERTIFICATE OF INSURANCE: Renter shall furnish the HSUMD, 30 days prior to the scheduled use, a Certificate of Insurance in the amount of a combined single limit of \$300,000. The HSUMD will be named as additional insured or special event endorsement and ten (10) days notice of cancellation of insurance shall be furnished.

TIP: Most private renters contact the insurance agent for their homeowner's insurance and read the agent Section 7 (above). For businesses and organizations, please contact the insurance agent handling your general liability coverage policy. Please have the agent send the Certificate of Insurance to the HSUMD at 230 W. Ridgecrest Blvd., CA 93555, which is the physical address of the building. Thank you.

8. RULES: The rules governing the use of the HSUMD Building, which are attached hereto, are incorporated herein by this reference as though fully set forth herein. Renter agrees to fully comply with each and every term thereof, understanding that said Rules are an integral part of the agreement and, in addition, to all other remedies provided to the HSUMD, shall be a basis for their immediate denial to the Renter of all further use of the premises and/or future use of the facility.

9. LICENSE: This rental agreement is personal to the Renter and is not assignable or transferable. This rental agreement may be terminated at will by the HSUMD.

10. WAIVER: The waiver by the HSUMD of any breach of any term, covenant or condition, herein contained, including the acceptance of the fee, shall not be deemed as a subsequent or continuing waiver of the same, nor of the strict and prompt performance thereof. Time is of the essence in each provision of this Agreement.

11. NOTICES: Notices to the Renter shall be served at the address indicated on the Rental Cover Sheet and notices to the HSUMD shall be served at 230 W. Ridgecrest Blvd., Ridgecrest, CA 93555. Notices may be personal service upon the person who signed this agreement or by mailing first class, postage prepaid, and certified mail to the address indicated hereon with service thereon effective three (3) days after deposit in the U. S. Mail, or in any other manner provided for by law.

12. COMPLIANCE WITH LAWS, INCLUDING NOISE: Renter shall at all times comply with all applicable city, county, state and federal laws and regulations in the use of the facility.

13. SUBORDINATION: All use of the premises shall be subordinate to the HSUMD's use during times of meetings and special events. Nothing contained in the Agreement shall be deemed or construed in any way to limit the HSUMD's authority or right to exercise any and all powers for the utilization of the premises.

14. ATTORNEYS FEES: If any legal action or proceeding is brought to enforce this Agreement or for any breach thereof, the prevailing party in such action or proceeding shall recover, in addition to all other relief, reasonable attorney's fees and court costs, including costs of service of Notices as provided for herein.

15. SEVERABILITY: The HSUMD specifically intends to comply with all applicable laws. Accordingly, if any provision herein, or if application is held to be invalid or in violation of the law, all other terms and conditions of this Agreement shall nevertheless remain in full force and effect.

THIS AGREEMENT, including the Rental Cover Sheet, is the entire agreement between the HSUMD Renter and shall only be modified bilaterally with another agreement executed in writing and signed by both parties.

WHEREFORE, Renter acknowledges having read the foregoing Agreement and the attached RULES GOVERNING USAGE OF THE HSUMD BUILDING.

Renter acknowledges receipt of a copy hereof and executes this Agreement as of
Date: _____

OWNER:
HSUMD
P. O. Box 2001
Ridgecrest, California 93556

By: _____
For the HSUMD

Sign here -->

RENTER:
Name of Private Party, Organization or Business

Address: _____

By: _____

Title: _____

Phone Number: _____

E-Mail: _____

Address where you wish to have the security deposit mailed after your event:

#177-205
302
111

Monday through Thursday:

- More than four hours (Cleanup 2 hours after event) -- \$225
- Less than four hours (Cleanup 1 hours after event) -- \$200

Friday, Saturday or Sunday:

Four to eight hours:

- Friday or Sunday: Eight hours or less \$300. More than eight hours -- \$350
- Saturday: Eight hours or less -- \$300 More than eight hours -- \$400

Less than four hours (Cleanup 1 hours after event)

- Friday or Sunday: -- \$225
- Saturday: -- \$250

Small Meeting Room Only:

- 20 Person Max For 3 Hours -- \$75

Fees for Building Setup

- Setup plan required
- \$70 for basic tables and chairs

Fees for Building Cleanup

- \$90 for cleanup IAW building cleaning tasks. Removal of decorations is additional cost, to be negotiated.

Fee for Projector/Screen

- Use fee of -- \$100
- Fee for Sound System
- Use fee of -- \$75

No Fee for Tables/Chairs

- Table clothes -- \$6.00 ea.

HSUMD Building Cleaning Tasks

Entrance Area

- Sweep floors
 - Broom provided
- Dust mop floors
 - Mop and spray dust mop treatment provided
- Vacuum one throw rug

Auditorium/Stage

- Store all tables and chairs
- Sweep all floors
 - Broom provided
- Dust mop all floors
 - Mop and spray dust mop treatment provided
- Vacuum two throw rugs

Break Room

- Sweep floors
 - Broom provided
- Wet mop floor
 - Mop bucket, mop and cleaning supply provided

Two Bathrooms

- Sweep floors
 - Broom provided
- Wet mop floor
 - Mop bucket, mop and cleaning supply provided