

Historical Society of the Upper Mojave Desert BUILDING RESERVATION SHEET

(HSUMD Contact: John Abbott, (619) 808-2223)

Name of Renter(s) _____ Contact Phone _____

Date of Event _____ Type of Event _____

Set-Up Time _____ Start Time _____ End Time _____

Renter's Mailing Address _____

Renter's E-mail Address _____

Will Food Be Served? _____ If YES, by licensed caterer? _____

Will Alcohol Be Served? _____ If YES, will it be sold? _____

Special Requests: _____ No. of Round Tables _____ No. of Rectangular Tables
_____ No. of Pedestal Tables _____ No. of Chairs at Each Table
_____ No. of Tablecloths (\$6 ea) _____ Color(s) of Tablecloths
_____ Projector / Screen _____ Laptop
_____ Sound via Equipment _____ Cordless Mic
_____ Building Set-Up (\$35) _____ Building Tear-Down (\$35)

REQUIRED BEFORE RENTAL DATE:

- **SECURITY DEPOSIT** is required to reserve date of rental (\$150)
- **CERTIFICATE OF INSURANCE** is required at least five (5) days before event
- **INITIALS OF RENTER** indicating he/she has read and agreed to rental rules
_____ “My initials indicate I have read and agree to follow
the rules for renting the Historic USO Building”
- **TOTAL PAYMENT** for rental is required by day of event

Historical Society of the Upper Mojave Desert

BUILDING RENTAL RULES

(The Historic USO Building is truly a historic building, and we must all respect and protect the building's heritage and integrity.)

- _____ Use of nails, staples, tacks, glue, or adhesive tape is prohibited on walls, woodwork, stage, or floors.**
- _____ Use of "painter's tape" is allowed.**
- _____ Use of pushpins is allowed only on display boards, with NO DAMAGE to any displays.**
- _____ Use of candles or other open flames is prohibited at all times.**
- _____ Use of commercially available "Sterno" cans is allowed only in kitchen or lobby areas.**
- _____ Use of "helium-filled" balloons is strongly discouraged; renters are fully responsible for repairing any damage caused by or retrieving any balloons that float to the ceilings.**
- _____ Use of "confetti" materials is strongly discouraged; renters are fully responsible for retrieving and cleaning up all such materials from tablecloths and floor surfaces.**
- _____ Use of the top surfaces of display cases to place items is strongly discouraged, and not allowed for heavy items. Display case tops, if used for light items, shall first be covered by protective material provided by HSUMD to prevent scratches to glass tops. Renters are fully liable for any broken or scratched glass tops or fronts of display cases.**
- _____ Use of or moving of items on the large wooden display case located along the lobby's southeast wall is not allowed.**
- _____ Alcoholic beverages may not be taken outside of the Historic USO Building if distributed within the building; renters are fully responsible for enforcing this law during their use of the building.**
- _____ Alcoholic beverages may not be sold within the Historic USO Building without a signed ABC Permit for that particular event being posted; HSUMD may obtain a signed ABC Permit to sell beer or wine for an event (at renter's cost) if it is notified by the renter with a sufficient lead-time.**
- _____ The "kitchen area" of the Historic USO Building may not be used to prepare food unless a renter is familiar with and follows the County guidelines for a Temporary Food Facility.**
- _____ Use of the refrigerator by a renter must be pre-approved by HSUMD, and all items must be removed from the refrigerator by the renter following the event.**
- _____ A renter may not move or remove any items located on the stage without prior permission from HSUMD; any moved or removed item must be returned to its original location on the stage following the event.**

_____ **“Rolling” an item off of the stage using the stage’s front edge is prohibited.**

_____ **Drinks on the stage or stage area are prohibited.**

Historical Society of the Upper Mojave Desert

BUILDING RENTAL AGREEMENT

1. This Rental Agreement is entered into between the Historical Society of the Upper Mojave Desert, Ridgecrest, 93555, (hereafter referred to as "HSUMD" and _____ hereafter called the "Renter" for the day (or period) in accordance with the attached Building Rental Sheet.

All functions taking place at the Historic USO Building, 230 W. Ridgecrest Blvd, Ridgecrest, California shall cease at 10:00 PM unless prior written approval is given 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 PM or earlier.

2. **FEES FOR USE:** See Building Reservation Sheet for itemized list of fees.

3. **SECURITY DEPOSIT:** In order to reserve a specific date, a Security Deposit of \$150.00 is due with the signed contract. This fee will be held by HSUMD. Said payment shall be in the form of a check, money order, cash, or credit card payment payable to HSUMD. The Renter's deposit maybe used by 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 restorations or charge be incurred, the full deposit shall be returned to the Renter within 15 days after the building rental date.

4. **RENTAL FEE:** The rental fee(s) are due five days prior to the scheduled use. Renter shall pay to HSUMD the amount shown on the Building Reservation Sheet. Said payment shall be in the form of a check, money order, cash, or credit card payment payable to HSUMD. The fee is nonrefundable if a cancellation notice is not received at least two days prior to the date of the scheduled use.

5. **KEYS:** The Renter is responsible to return key(s) to 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 making 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 wherein 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 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 the Renter has responsibility. Renter agrees to hold harmless 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 HSUMD, five days prior to the scheduled use, a Certificate of Insurance in the amount of a combined single limit of \$300,000. HSUMD will be named as additional insured or special event endorsement and 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 HSUMD at 230 W. Ridgecrest Blvd., CA 93555, which is the physical address of the building.

8. RULES: The rules governing the use of the HSUMD buildings, 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 Rental Agreement and, in addition, to all other remedies provided to 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 transferrable. This Rental Agreement may be terminated at will by HSUMD.

10. WAIVER: The waiver by 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 the strict and prompt performance thereof. Time is of the essence in each provision of this Rental Agreement.

11. NOTICES: Notices to the Renter shall be served at the address indicated on the Building Reservation Sheet and notices to HSUMD shall be served at 230 W. Ridgecrest Blvd., Ridgecrest, CA 93555. Notices may be personal service upon the person who signed this Rental Agreement or by mailing first class, postage prepaid, and certified mail to the address indicated hereon with service 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 HSUMD's use during times of meetings and special events. Nothing contained in the Rental Agreement shall be deemed or construed in any way to limit HSUMD's authority or right to exercise any and all powers for the utilization of the premises.

14. ATTORNEY'S FEES: If any legal action or proceeding is brought to enforce this Rental 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: HSUMD specifically intends to comply with all applicable laws. Accordingly, if any provision herein, or if application is held to invalid or in violation of the law, all other terms and conditions of this Rental Agreement shall nevertheless remain in full force and effect.

THIS AGREEMENT, including the Building Reservation Sheet and the Building Rental Rules, is the entire agreement between HSUMD and the 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 Rental Agreement and its attached BUILDING RENTAL RULES.

Renter acknowledges receipt of a copy hereof and executes this Rental Agreement as of _____
(Date)

OWNER:

HSUMD
P.O. Box 2001
Ridgecrest, CA 93556

RENTER:

(Name of Private Party, Organization, or Business

(Address)

(Signed for HSUMD By:)

(Signed by Renter:)

Historical Society of the Upper Mojave Desert HISTORIC USO BUILDING RENTAL FEES

(HSUMD Contact: John Abbott, (619) 808-2223)

Monday through Thursday:

- **More than four hours (cleanup within 2 hours after event) -- \$225**
- **Less than four hours (cleanup within 1 hour after event) -- \$200**

Friday, Saturday, or Sunday:

- **Four to eight hours:**
 - **Friday or Sunday, eight hours or less -- \$300**
 - **Friday or Sunday, more than eight hours -- \$350**
 - **Saturday, eight hours or less -- \$300**
 - **Saturday, more than eight hours -- \$400**
- **Less than four hours:**
 - **Friday or Sunday -- \$225**
 - **Saturday -- \$250**

Fees for Building Setup:

- **Setup plan required**
- **\$35 for basic tables and chairs**

Fees for Building Cleanup:

- **Cleanup by HSUMD IAW Building Cleaning Tasks -- \$150**
- **Removal of decorations is additional cost, to be negotiated**

Additional Fees (see Building Reservation Sheet):

- **Tablecloths -- \$6 each**
- **Special Sound System Setup -- \$100 (depending on complexity of request)**

Historical Society of the Upper Mojave Desert BUILDING CLEANING TASKS

(HSUMD Contact: John Abbott, (619) 808-2223)

Entrance Area

- **Clean any spilled liquids from floor**
- **Sweep floor**
 - **Broom provided**
- **Dust mop floor**
 - **Mop and spray dust mop treatment provided**
- **Turn down evaporative cooler (1) to low speed (as appropriate)**

Auditorium

- **Fold all table and chairs**
- **Clean any spilled liquids from floor**
- **Sweep floor**
 - **Broom provided**
- **Dust mop floor**
 - **Mop and spray dust mop treatment provided**
- **Tie back curtains**
- **Close blinds**
- **Turn down evaporative coolers (3) to low speed (as appropriate)**

Stage

- **Return any moved or removed item to its original location on the stage**
- **Sweep stage surface**

Two Restrooms

- **Sweep floors**
- **Pick up tissue and towels from sink and toilet areas**
- **Ensure that toilets are flushed and not running**

Kitchen

- **Ensure all appliances are off and unplugged**
- **Clean counter surfaces and sinks**
- **Sweep floor**
- **Remove any food or materials put in the refrigerator and take or throw away**
- **Discard used bar towels in hamper basket in kitchen**

General

- **Collect trash in all trash bags and take to green bins outside building**
- **Replace used trash bags with clean ones**

Secure ALL doors and lights before leaving the building!