COMMUNITY ROOM RENTAL FORM

Name of Member (Print clearly): ____________________________________________

Email: ____________________________________________ Phone # _________________

Time range of event _______ Setup/Breakdown time needed_______ Date of event _________

Description of party/event: ____________________________________________

Catered Party Y / N

REQUEST AREA(s): (circle one) Inside Room or Room & Deck

Plan use of pool: Y / N

Rental Fee Rates: (Circle appropriate size of party with rate)

o 20 or less = $ 80

o 21-40 people = $ 160

o 41-59 people = $ 240

Parties 60 + will need prior approval by management along with paying additional rate of $80 per 20 people.

Note: Provide attendees list, COI from vendor(s), party setup map (if different from normal club set up); notification if rental equipment / tables/chairs are being delivered with details two weeks prior to event.

Security Deposit: The security/damage/additional cleaning deposit minimum of $100 or the same as your rental fee, whichever is greater. Your security deposit should be made in a separate check upon reservation. Your deposit will be returned or destroyed if everything is satisfactory by management after the party/event. Processing of deposit check will happen if failure to communicate any changes to size of party or report any damage/extra cleaning needed to property during party/event.

Lifeguard Fee: $20 per hour per lifeguard with a minimum of two hours. If there is plan use of the pool in season of spring/summer we require one lifeguard for every 20 users with minimum two week notice to schedule. Note: Off season parties Fall/Winter or if use of the pool occurs at any time then sponsoring member(s) are responsible to provide adequate adult supervision of the pool.

PAYMENT: Rental Fee:__________ Lifeguard Fee:__________ TOTAL DUE______________

In consideration of being granted the use of SCRA on the terms listed
1. In full agreement with this contract with all fees paid by Member of the Club.
2. Both the person in charge and I assume personal responsibility for the undertaking.
3. To pay for any damage to the facilities incurred in the course of the rental.
4. Violations of rental/SCRA club rules constitute grounds for the forfeit of the deposit.
5. To provide adequate chaperones for parties attended by juveniles.
6. As the member responsible for the rental/party I will be in attendance the entire time.
7. Signee agrees to follow all club rules and policies.

Member’s Signature ___________________________ Date of signature ____________

All checks must be made out to Stanford/SCRA received no later than two weeks prior to event. Any late payments are subject to releasing of date and space to another request.