



Chinese Club of San Marino Facilities Usage Agreement

Effective on 3/1/2022

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 usage application.

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

Eligibility & Fees

Facilities are available for usage between the hours of 8 AM and 5 PM. User may apply to use any or all of the 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

Events must qualify two categories listed below:

- 1) CCSM Board Member or Adviser co-sponsored events and groups:
 - a) The group leader/organizer is either a CCSM director or a CCSM adviser.
 - b) At least 80% of participants are “Active” CCSM members.
 - c) Remaining 20% of participants must be existing paying activity members .
 - d) Recurring usage will be accessed on a quarterly basis.
 - e) Application must be submitted 3 days in advance of the event date.

Room	Hourly Fee	Minimum	Cleaning Fee
Main Hall	\$50	1 hour	\$25
Kitchen	\$25	1 hour	\$50 (Refrigerator use only)
			\$100 (Refrigerator use and all other appliances)
Middle Activity Room	\$25	1 hour	\$15
Back Classroom	\$25	1 hour	\$15

- 2) Organizations are subject to approval by CCSM Property Committee.
- a) Application must be submitted 10 days in advance of the event date.

Room	Hourly Fee	Minimum	Cleaning Fee
Main Hall	\$100	1 hour	\$50
Kitchen	\$50	1 hour	\$100 (Refrigerator use only)
			\$150 (Refrigerator use and all other appliances)
Middle Activity Room	\$50	1 hour	\$30
Back Classroom	\$50	1 hour	\$30

Application, Reservation Deposit, and Payment

Applicants may be approved 3 months in advance of an event with a copy of a government issued identification, a valid credit card hold or check in the amount of \$300.

Additional fees may be assessed in case of damages to the property or if excess cleaning is required.

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 must sign the waiver form.

Restrictions

- 1) No kitchen appliances (for groups without supervision of CCSM office, directors, or advisers).
- 2) No alcohol or drugs.
- 3) No smoking of any kind.
- 4) No open flame including candles and portable burners.
- 5) No props or displays involving excessive water.

Clean Up Procedures

- 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.
- 7) The User may not store any items in the facility before or after the facility rental time. CCSM is not responsible for property left at the property at the conclusion of the event.

Cancellation

Cancellation requires at least a 72 hour prior written notice before the event. Failure to do so will result in forfeiture of 50% event fee unless an event act of God is the reason of the cancellation.

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. Category: (Please check one to apply for the usage)

☐ (1) CCSM Director or CCSM Advisor sponsored event (this application must be submitted 3 days in advance of the usage date)

☐ (2) Everyone else (this application must be submitted 10 days in advance of the usage date)

8. Facilities Requested:

Main Hall		
<input type="checkbox"/> Folding Tables Quantity:	<input type="checkbox"/> Folding Chairs Quantity:	<input type="checkbox"/> Cocktail Tables Quantity:

<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

Middle Activity Room		
<input type="checkbox"/> Flip Over Tables Quantity:	<input type="checkbox"/> Plastic Chairs Quantity:	<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		
Kitchen		
<input type="checkbox"/> Bar Stools Quantity:	<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
Back Classroom		
<input type="checkbox"/> Folding Tables Quantity:	<input type="checkbox"/> Folding Chairs Quantity:	<input type="checkbox"/> Cocktail Tables Quantity:
<input type="checkbox"/> WiFi access	<input type="checkbox"/> Projector & Screen	

9. Do you currently have general liability insurance in an amount not less than \$1,000,000?

- ☐ Yes. (Please provide certificate of insurance and separate endorsement page listing Chinese Club of San Marino along with the application.)
- ☐ No. (Please purchase from Eventhelper.com or another qualify provider and submit to the office 14 days prior the event.)

10. Note: _____

The Organization/ Individual using the facility is responsible for setting up and restoring the space to its condition before the event.

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.

Signature of Responsible Party

Date: _____

For Office Use Only

Approved by: _____ Date: _____

Total Fee: _____

Remarks: _____

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 the Chinese Club of San Marino (CCSM) will hold my credit card information ("see above") with a \$300 pre-authorization hold to reserve a portion of the club facilities. I understand my information will remain confidential and this form returned to me when the event is ended.

Name Print _____

Applicant Signature _____ Date _____