

Rancho Murieta Association

ADMINISTRATIVE BUILDING USE POLICY

Draft by Recreation Committee: November 1998
Adopted by the Board of Directors: November 17, 1998
Effective Date: January 1, 1999
Amended: June 18, 2002
Amended: September 16, 2003
Fees amended: January 1, 2014

DEFINITIONS

Rancho Murieta Association sponsored groups or events. These groups and events are sponsored or presented by RMA as a part of member service, or part of the RMA organization. These groups and events have first priority for use of the building.

Rancho Murieta groups. A Rancho Murieta group is one which functions primarily for the benefit of Rancho Murieta Association members. This group will have most of its membership comprised of RMA members. These groups must be non-profit. A member, in good standing, must sign the contract for use and the key pass form. The group, and the member in good standing, signing the forms will be held responsible for all clean up and damage to the building. These groups have second priority for use of the building.

Non-Rancho Murieta groups. This group is other non-profit groups whose membership is primarily Rancho Murieta residents, but its primary function does not have to be for the benefit of RMA members. The group leader, a RMA member in good standing, must sign the contract for use and the key pass form. The group and the group leader signing the form will be held responsible for all clean up and damage to the building. These groups have third priority for use of the building.

Private individual (RMA members) events. Individual RMA members in good standing may use the building for individual events in accordance with the governing documents for any lawful use, such as weddings, birthday parties, etc. The RMA member, in good standing, must sign the contract for use and the key pass and be responsible for clean up and damage to the building. These groups or individuals have fourth priority for use of the building.

Commercial seminars and/or workshops. Commercial seminars and/or workshops are allowed if three criteria are met: 1) held exclusively for Rancho Murieta residents, 2) are informational in nature, and 3) offered at no cost to Rancho Murieta residents. The seminar or workshop sponsor must sign all forms and provide a certificate of insurance in the amount of \$1,000,000. These events have fifth priority for use. No goods or services may be sold. A signed liability release is required for use of the RMA administration building.

GENERAL

RMA prohibits any smoking within the building. Participants are asked to properly dispose of cigarettes in the dispensers located outside of the building at the front and back exits.

The Administrative Building does not have a kitchen facility for general use. A group may request to have coffee for an additional charge of \$10. Special request for the coffee must be made when reserving the room, so that the group leader may be instructed on where the coffee supplies are located.

Upon completion of the Reservation Contract, and payment of all fees, the contract signer will receive a Key Pass form, if necessary. The Key Pass form must be filled out completely with the contract signer's name, address, phone number, and lot number. The member may be in possession of the key only during the hours stated on the Key Pass form. If a member does not return the key within the allotted time limit, a \$50 fee may be assessed by RMA. Reproduction of the facility key is strictly prohibited.

Children, up to the age of 16, must be well chaperoned, at least one adult per 10 children.

Persons who wish to use the building may request a certain room or area, but RMA reserves the right to assign the room or area to be used.

A phone is available in the lobby for emergency use only. Only local calls are permitted. Callers must dial A9" to get an outside line.

Shoes and shirts must be worn at all times except for classes where it is appropriate not to wear shoes. Appropriateness will be determined by RMA Staff.

Commercial activities for which money is collected is strictly prohibited. Commercial seminars and/or workshops are allowed if three criteria are met: 1) held exclusively for Rancho Murieta residents, 2) are informational in nature, and 3) offered at no cost to Rancho Murieta residents. The seminar or workshop sponsor must sign all forms and provide a certificate of insurance in the amount of \$1,000,000. No goods or services may be sold.

Alcohol is permitted only by completing the additional form and paying the additional refundable deposit of \$100. Alcohol will be permitted only on a case-by-case basis, as determined by RMA Staff.

No tape, tacks or staples are permitted on the walls, or in the wood.

RMA reserves the right to refuse building usage to any person or group for any reason.

RMA reserves the right to change this policy, including fees, at any time, without notice.

FEES

RMA sponsored groups or events will not be charged a specific building use fee.

Rancho Murieta Groups will not be charged a use fee. The member signing the contract and key pass form will be personally responsible for damage to the building. Any charges for damages will be billed to the member who signed the reservation contract. *A refundable cleaning deposit of \$100 will be required for events, meetings, etc. where food and / or beverages are served. RMA also reserves the right to require a cleaning deposit at any other time that it deems necessary.*

Non-Rancho Murieta Groups will pay a \$100 room fee and a \$200 refundable deposit. Any cleaning or damage fees will be charged to the member reserving the room. Any damages exceeding \$200 will be billed to the member who signed the reservation contract. Should the deposit be used for damage or excessive cleaning time or other excessive staff time, the group will need to bring the deposit back to \$200.

Private individuals will pay a refundable cleaning and damage deposit of 2100. These groups will also pay a building use fee of \$100 per function, during the week and during regular business hours. The fee for weekend and evening use is \$150. The member signing the agreement and key deposit form will be held personally responsible for payment of the deposit and room fee and will be billed for damages exceeding \$200.

Commercial seminars and/or workshops. Seminar or workshop sponsors will be charged \$150 per use. A \$200 refundable cleaning deposit will also be charged. Any damage incurred will be deducted from the deposit as well as any excessive cleaning time or any excessive staff time. A key deposit of \$50 will also be charged.

Every member reserving the building is responsible for the \$50 lost key fee.

Set up requested beyond the usual may require additional fees as determined by the RMA Staff. The *usual* set up/take down includes RMA's table(s), chair(s), and lectern.

The member that signed the reservation contract is responsible for personally closing the facility upon the group's departure and the return of the key to Security.

RMA ADMINISTRATIVE BUILDING RESERVATION CONTRACT

Please complete this form and be sure any questions you may have are answered by our staff before you use the building. Please note that RMA reserves the right to modify or change these policies, fees, or deposits at any time without notice. Your cooperation with these changes is greatly appreciated. RMA reserves the right to assign space for groups.

Area Requested:

Date of Use: _____ Time: _____ Until _____

Number expected to attend function: Adults _____ Children _____ Teens _____

Special set up instructions (number of tables/chairs, diagram, etc.)

Group Name: _____

Group Function: _____

Person making the reservation: _____ Lot # _____

This person must be present at the function, and is personally responsible for all of the group's activities, and the opening and closing of the building.

Phone: Day _____ Evening _____

Mailing Address: _____

Please read and sign:

I have read and understand the current policies and procedures, and I agree to oversee the safety and actions of this group's participants. I am responsible for the group's compliance with the RMA Administrative building policies and procedures. I understand I will be held financially responsible for any damages and will be billed by RMA. I understand the building closing procedures and agree to abide by them.

Member Signature: _____ Fees Paid _____

RMA Authorized Signature _____ Date _____

RMA ADMINISTRATIVE
BUILDING

KEY PASS FORM

Issue key # _____

Member/ Name _____ Day Phone _____

Address _____ Evening Phone _____

Date of Use _____

For the time beginning _____ am/pm until _____

Reason for use of the building _____

I take full responsibility for the use of this key. I agree to pickup the key no earlier than one hour prior to the function and return the key immediately upon vacating the RMA Administrative Building. I understand that my RMA account will be charged a \$50 fee if the key is not returned to Security by the above designated time. I understand that it is unlawful to duplicate this key for any reason.

Signature of member _____ Date _____

RMA approval _____

RMA ADMINISTRATIVE
BUILDING

ANNUAL KEY PASS FORM

Issue Key# _____ Member Lot # _____

Member/Name _____

Address _____

Day Phone _____ Evening Phone _____

FOR THE DATES OF _____ **TO** _____

For every (or check one only)

_____ Monday _____ Thursday
_____ Tuesday _____ Friday
_____ Wednesday

FOR THE TIMES _____ am/pm **TO** _____ am/pm

For the Purpose: _____

I take full responsibility for the use of this key. I agree to pick up the key no earlier than one hour prior to the function and return the key immediately upon vacating the RMA Administrative Building. I understand that I will be charged \$50 if the key is not returned to Security by the above designated time. I understand that it is unlawful to duplicate this key for any reason.

Member Signature _____ Date _____

RMA Approval _____

RMA

ADMINISTRATIVE BUILDING USE POLICY

CLOSING PROCEDURES

Please use the following guidelines when exiting the building at the completion of your function:

1. Please replace the chairs and tables to their original places. Pick up and dispose of any trash.
2. Please remember to collect all of your group's belonging. All items left will be returned to the North Gate Security the following morning. RMA is not responsible for lost or stolen property.
3. Although all other building doors should be locked, except for the side door you entered through, check the front entry doors before leaving. If they were opened during your function they will remain locked but need to be pulled closed. Exit through the (parking lot) side entry door. It locks automatically, so just pull it shut behind you.
4. RMA staff will inform you of the location of the fire extinguisher before issuing a key pass. It is recommended that you inform your group of the locations, as well as the building exits.
5. Please check the restrooms to be sure no participants are left in the building, and that the restroom is left in its original condition and that the lights are turned off.
6. The light panel next to the receptionist desk controls the lobby lights. Turn off all lights except for the light switches indicated by the red dots. Leave them on. Hall lights are located in the back hallways near the side exit door.
7. If you have used the kitchen facilities, check to see if the coffee pot etc. is off and turn out the lights.
8. Return the building key to the Security gate officer within your stated time on your key pass key form.

As an added note, often many functions will occur concurrently, please be courteous and respectful of other activities. Noise travels readily throughout the building. Participants may not use RMA office equipment. Please respect the privacy of RMA materials in the office/lobby areas.

RMA reserves the right to refuse service or change or amend this policy, fees, or deposits without notice. Your group may lose its use privileges if policies and procedures are not adhered to.

RMA
ADMINISTRATIVE BUILDING USE POLICY

ALCOHOL PERMISSION FORM
\$100 Refundable Deposit

Please complete this form and be sure any questions you may have are answered by our staff before you use the building. Please note that RMA has the right to modify or change these policies, fees, or deposits at any time without notice. RMA has the right to assign space for groups.

Date of Use: _____ Time _____ Until _____

Number expected to attend function: _____

Group Name: _____

Group Function: _____

Name of Member making the request:

This person must be present at the function, and is responsible for the actions of the group and the condition of the reserved area(s).

Day Phone _____ Evening Phone _____

Mailing Address: _____

Please read and sign:

I have read and understand the current policies and procedures, and I agree to oversee the safety and action of this group's participants. I am responsible for the group's compliance with the RMA Administrative building policies and procedures. I understand I will be held financially responsible for any damages and will be billed by RMA. I understand that RMA accepts no liability or responsibility for the group's actions in regards to the use of the building.

Member Signature _____ Fee Paid _____

RMA Approval _____ Date _____

RMA ADMINISTRATIVE BUILDING
RESERVATION CONTRACT
CONTINUOUS USE FORM

Please complete this form and be sure any questions you may have are answered by Staff before you use the building. Please note that RMA reserves the right to modify or change these policies, fees, or deposits at any time without notice. Your cooperation with these changes is greatly appreciated. RMA reserves the right to assign space for groups.

Area Requested:

Dates (days): _____ Time: _____ Until _____

Number expected to attend function: Adults _____ Children _____ Teens _____

Special set up instructions (number of tables/chairs, diagram, etc.)

Group Name: _____

Group Function: _____

Person making the reservation: _____ Lot # _____

This person must be present at the function, and is personally responsible for all of the group's activities, and the opening and closing of the building.

Phone: Day _____ Evening _____

Mailing Address: _____

Please read and sign:

I have read and understand the current policies and procedures, and I agree to oversee the safety and actions of this group's participants. I am responsible for the group's compliance with the RMA Administrative building policies and procedures. I understand I will be held financially responsible for any damages and will be billed by RMA. I understand the building closing procedures and agree to abide by them.

Member Signature: _____ Fees Paid _____

RMA Authorized Signature _____ Date _____

Rancho Murieta Association Liability Release Form

I understand and acknowledge that there are risks of personal injury, death, and property damage while using the facilities I am using within Rancho Murieta Association (RMA), even if the facilities and amenities are properly used.

Since using any facility can be dangerous, and in consideration of Rancho Murieta Association allowing me to use the facility, I hereby release, waive, and relinquish all claims and legal actions for personal injury, wrongful death, or property damage against RMA arising from the use of the facility or any activities thereto; this release applies even if RMA is negligent or otherwise at fault. I also agree to defend and indemnify RMA and hold them harmless from all claims and legal actions for personal injury, death, or property damage arising from my conduct or the conduct of anyone using the rental facility. These indemnities apply even if RMA, its employees, volunteers, officers, directors, members or agents are negligent or otherwise at fault.

I understand the effect of my signing this document is that (1) I assume all risk of injury, death, or property damage I, or my guests, might suffer while using the area, even if it occurs as a result of the negligence or other fault of RMA, (2) absolve and release RMA from the consequences of their negligence or other fault and (3) will indemnify and defend RMA against any legal actions or other claims for damages arising from the use of the facility by myself or anyone else. I understand that I am forfeiting important legal rights and incurring important legal responsibilities.

I agree that the terms of this document binds me, my heirs, assignees, executors, and administrators and protect RMA and its agents, employees, officers, directors, volunteers, and members.

Print Name: _____ Date: _____

Address: _____ Phone: _____

Signature: _____

RMA ADMINISTRATIVE BUILDING SEMINARS AND/OR WORKSHOPS RESERVATION CONTRACT

Please complete this form and be sure any questions you may have are answered by our staff before you use the building. Please note that RMA reserves the right to modify or change these policies, fees, or deposits at any time without notice. Your cooperation with these changes is greatly appreciated. RMA reserves the right to assign space for groups.

Date of Use: _____ Time: _____ Until _____

Area Requested: _____

Number expected to attend function: Adults _____ Children _____ Teens _____

Special set up instructions (number of tables/chairs, diagram, etc.)

Company Name: _____

Company Function: _____

Person making the reservation: _____

Liability Insurance provider: _____

Policy number: _____ Expiration Date of Policy: _____

This person must be present at the function, and is personally responsible for all of the group's activities, and the opening and closing of the building.

Phone: Day _____ Evening _____

Mailing Address: _____

Please read and sign:

I have read and understand the current policies and procedures, and I agree to oversee the safety and actions of this group's participants. I am responsible for the group's compliance with the RMA Administrative building policies and procedures. I understand I will be held financially responsible for any damages and will be billed by RMA. I understand the building closing procedures and agree to abide by them.

User's Signature: _____ Fees Paid _____

RMA Authorized Signature _____ Date _____

**RMA ADMINISTRATIVE
BUILDING**

KEY PASS FORM - NON RESIDENT

Issue key # _____

Company Name _____ Day Phone _____

Address _____ Evening Phone _____

Date of Use _____

For the time beginning _____ am/pm until _____

Reason for use of the building _____

I take full responsibility for the use of this key. I agree to pickup the key no earlier than one hour prior to the function and return the key immediately upon vacating the RMA Administrative Building. I understand that my RMA account will be charged a \$50 fee if the key is not returned to Security by the above designated time. I understand that it is unlawful to duplicate this key for any reason.

Name of Company: _____

Signature of Company representative: _____

Print Name: _____ Title: _____

Date _____

RMA approval _____

**Rancho Murieta Association
Liability Release Form**

I/ We understand and acknowledge that there are risks of personal injury, death, and property damage while using the facilities I am using within Rancho Murieta Association (RMA), even if the facilities and amenities are properly used.

Since using any facility can be dangerous, and in consideration of Rancho Murieta Association allowing me/us to use the facility, I/we hereby release, waive, and relinquish all claims and legal actions for personal injury, wrongful death, or property damage against RMA arising from the use of the facility or any activities thereto; this release applies even if RMA is negligent or otherwise at fault. I/we also agree to defend and indemnify RMA and hold them harmless from all claims and legal actions for personal injury, death, or property damage arising from my conduct or the conduct of anyone using the rental facility. These indemnities apply even if RMA, its employees, volunteers, officers, directors, members or agents are negligent or otherwise at fault.

I/we understand the effect of my signing this document is that (1) I/we assume all risk of injury, death, or property damage I/we, or my guests, attendees, employees, officers, etc. might suffer while using the area, even if it occurs as a result of the negligence or other fault of RMA, (2) absolve and release RMA from the consequences of their negligence or other fault and (3) will indemnify and defend RMA against any legal actions or other claims for damages arising from the use of the facility by myself or anyone else. I/we understand that I/we am forfeiting important legal rights and incurring important legal responsibilities.

I/we agree that the terms of this document binds me, my heirs, assignees, executors, and administrators and protect RMA and its agents, employees, officers, directors, volunteers, and members.

Company Name: _____

Print Name: _____ Date: _____

Address: _____ Phone: _____

Signature: _____ Title: _____