

## PEACE ACADEMY COMMUNITY ROOM RESERVATION POLICY

PEACE ACADEMY COMMUNITY ROOM, located at 609 Amigos Dr., Redlands CA 92373, is available for private party use on a rental basis through **PEACE ACADEMY**.

As a renter, you are responsible for adhering to the following policy information:

### Reservation Procedure

1. Call (951) 231-3932 or e-mail [redlandspeaceacademy@gmail.com](mailto:redlandspeaceacademy@gmail.com) for reservations, which will be handled on a first come, first served basis.
2. A completed reservation form includes two separate checks: A \$120.00 damage deposit and a non-refundable \$50.00 reservation deposit, which is applied to your total fee.
3. The damage deposit will be returned within 2-4 weeks after your event, barring any deductions. An invoice will be sent for final payment, if applicable. Rental fees must be received two weeks before your event or the reservation time will be released and your reservation deposit forfeited.
4. Upon receipt of the signed reservation policy, deposits and full rental fee, an invoice will be issued to you approximately one week prior to your event.
5. The renter must be a minimum of 21 years of age, and will be solely responsible for the supervision of the event.
6. Renter may not assign, transfer or sublet to others, the use of the facility. Any violations will result in the forfeiture of reservation and any fees already paid.
7. Peace Academy reserves the right to cancel any event for just cause as determined by PA.

### Group Size

1. Peace Academy Community Room is designed for small and large group gatherings. The maximum capacity is 150 people.

### Hours of Use:

The hours available on weekends are: 8 am – 11pm

Weekdays: 5pm – 11pm

### Set Up, Catering and Amenities

1. Your group is responsible for set up and take down. There are 12 (60" Round) tables that seat 10 people each.
2. There are 150 folding chairs.
3. Deliveries and pick-up of equipment, food or other items must be completed during the rental period listed on the confirmation.
4. Decorations should not cause damage and should be hanged using available hooks all around in the hall. **Taping or other means that might damage paint/wood finish is NOT allowed.**
5. Restrooms are located inside the building, close to the hall.
6. Parking is allowed at the back for loading and unloading supplies.
7. **The entire front section of Peace Academy (including classrooms, library and fellowship area) is dedicated to Peace Academy programming activities and is NOT intended for access by private parties. If anyone from your group uses this section you will be prohibited from renting the community room in the future and the damage deposit will be forfeited.**

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### Conclusion of the Rental

1. At the conclusion of your rental, you are required to return Community Room to its original condition including:
  - A. Sweeping/dust mopping floors. Damp mopping if necessary.
  - B. Empty all indoor trash containers (including bathrooms), placing the contents in the dumpster outside on the back end of the building.
  - C. Return tables and chairs to the carrier.
  - D. Remove any decorations, etc.
  - E. Return mops and vacuums to the cleaning closet.
  - F. The Building Attendant will assess the final condition of the building. Please do not leave the building unattended at the conclusion of your event. Contact the Building Attendant if your group plans to leave early.
  - G. No keys will be issued.
  - H. Rental groups will be assessed a **\$50 late checkout fee** if they are not ready to vacate Community Room by the conclusion of the rental period listed on the confirmation. If applied, the fee will be deducted from the damage deposit.

### Rental Fees

1. Small group/private party \$75.00 per hour.
2. Refundable Damage Deposit - \$120.00 due at time of reservation.
3. A non-refundable \$50.00 reservation deposit (applied to total).
4. One free hour will be allowed for set-up. Otherwise, a one-hour rate will be charged for any part of an hour.
5. Table Fabric Linen and Chair Covers Rental: (\$2.50/Chair Cover, \$1.50/Satin Sash)
6. Chafing dishes: \$7.50/dish (\$7.50 additional if returned unclean)
7. Babysitting Rooms are available upon request.
8. There is a five-hour minimum rental for Saturday, Sunday and holidays. There is a four-hour minimum rental for weekdays.

### Rental Rules and Regulations:

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**Inability to abide by these regulations, will lead to your group being prohibited from renting the community room in the future and the damage deposit will be forfeited.**

1. All person using the Community Room must abide by all State and Federal laws and must obey instructions of Peace Academy.
2. Renter is held responsible for the conduct of all participants, invited or uninvited, during use of the facility.
3. All persons using the Community Room are prohibited from the following:
  - A. Alcoholic beverages
  - B. Smoking or Hookah
  - C. Use of devices that emit an open flame, smoke, vapor, fog or gas.
  - D. Unruly behavior such as shouting or profanity
  - E. The possession of a weapon or dangerous devices
  - F. No pets or other animals allowed in the facility.
  - G. Keeping doors open when loud music is being played.
4. One adult chaperone for every 10 minors using the Community Room is required. Children are not allowed to run free outside of Peace Academy or inside non-rented area.
5. Eating and drinking are permitted only in designated facility
6. All activities must cease by 11pm.
7. Peace Academy personnel reserve the right of full access to all activities at any time in order to insure that all rules and regulations are being observed.

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**PEACE ACADEMY COMMUNITY ROOM RESERVATION POLICY**

Date: \_\_\_\_\_

Name of Contact Person (Renter): \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Organization: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

California Driver \_\_\_\_\_ Expiration Date \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

*Will you be serving food or beverages?* Yes: \_\_\_\_\_ No: \_\_\_\_\_

*Table covers:* \_\_\_\_\_ *Chair covers:* \_\_\_\_\_ *Silk covers:* \_\_\_\_\_

*Decorative items:* \_\_\_\_\_, *Chafing dishes:* \_\_\_\_\_

Date of Use: \_\_\_\_\_ Activity Time: \_\_\_\_\_ to \_\_\_\_\_

Estimated Attendees: Adult: \_\_\_\_\_ Teens \_\_\_\_\_ Children \_\_\_\_\_ TOTAL \_\_\_\_\_

\*Set-up time is one hour directly before the starting time of the event. There is no charge for the set-up time.

**RENTER/PEACE ACADEMY LIABILITY AGREEMENT:**

**(Read carefully before signing)**

I have received and read a copy of the Community Room Policy. I will be present and responsible for enforcement of said policy. I certify that all above statements are true and correct. I understand that any misstatement or omission of a material fact may be sufficient cause for cancellation of use of the building.

I am aware that all fees are due and payable two (2) weeks in advance of the activity.

The Renter, group or organization undertaking use of the Community Room and by signing this application or by using the Community Room do covenant and agree to indemnify, hold harmless, and defend the Peace Academy, its offices, agents, representatives, officials and employees and each of them from and against; a) any and all claims by or on behalf of any person arising from any act or omission of the applicant or group or organization undertaking to sue the room or their agents, servants, employees or devices; and b) all reasonable costs, counsel fees, expenses or liabilities incurred in connection with any such claim or proceeding brought thereon.

In the event that a claim, action or proceeding is brought against Peace Academy or any of its respective officers, agents, representatives, officials, and employees, with respect to which indemnity may be sought hereunder, the applicant and group or organization undertaking use of the room shall, upon written notice from Peace Academy, assume the investigation and defense.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Designate: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

VERIFICATION OF DRIVER'S LICENS \_\_\_\_\_ EMPLOYEE INITIAL \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_ FOOD/DRINK: \_\_\_\_\_

TOTAL HOURS: \_\_\_\_\_ Activity Time: \_\_\_\_\_ to \_\_\_\_\_

CHECK # \_\_\_\_\_ FOR DEPOSIT: \_\_\_\_\_

CHECK # \_\_\_\_\_ FOR SECURITY DEPOSIT \_\_\_\_\_ TOTAL AMOUNT DUE: \$ \_\_\_\_\_

**Initials** \_\_\_\_\_