

# The Woman's Club of Clayton



## Rental Rules

- A \$200.00 deposit is required for all rentals (*except for rentals to book clubs or civic organizations*). If the rental rules are adhered to, the deposit will be returned after inspection. However, if these rules are not adhered to, your security deposit will not be refunded. **All renters (including book clubs and civic organizations) are responsible for all costs resulting from loss, breakage or damage.**
- Rental time shall be restricted to the hours between 6:00am and 11:00pm. However, your rental hours may be different (hours are defined on application). **Your rental time includes setup and cleanup.**
- **Thumbtacks, nails, staples, tape, etc. are not to be used on walls, woodwork, ceiling or furniture.**
- Never move the piano, large dining table, buffet, cabinets or any other furniture.
- No equipment or furnishings are to be removed from the clubhouse facility except the brown metal chairs (not black padded chairs) can be taken to the gazebo. They must be returned to the enclosed back porch.
- No birdseed, glitter, confetti or fresh flower petals on the carpet is allowed.
- No vehicles are to be driven on the lawn.
- Building is not available for dance parties. Dancing is restricted to gazebo only. No portable dance floor is allowed.

- No open-flame candles permitted.
- No smoking permitted on premises.
- Renter must provide his/her own tablecloths.
- Do not park in the Library parking lot...parking is 'street only'

**The clubhouse is to be left in the same condition as when rented. Failure to clean and/or return all items to their original placement shall result in waiver of deposit.**

**Please adhere to the following:**

- ✓ All folding tables are to be returned to the enclosed back porch and placed as found. Please see photo at bottom.
- ✓ Padded black chairs are to be folded and stacked on each side at the rear of the dining area. Please see photo at bottom.
- ✓ Kitchen floor is to be swept and mopped. Mop and broom are on the enclosed back porch.
- ✓ Leave kitchen cabinets, tables, and stove free of crumbs and food.
- ✓ Leave bathroom clean and empty bathroom trash can. Leave door partly open.
- ✓ Garbage cans are to be emptied. Garbage is to be placed in the receptacle by the back door steps. Leave clean garbage bags in trash cans. Garbage bags are in cabinet by the sink.
- ✓ Dishwashers may be used. All dishes are to be returned to their proper place. Please be mindful that both dishwashers are 'long cycle'. Do not stop the dishwasher mid-cycle.
- ✓ All doors must be locked.
- ✓ At the end of your rental period, please lock the front door, place key back in lockbox, replace the faceplate, push the button upward and spin dial to lock.
- ✓ Note that the clubhouse may be used by others after your rental. Please ensure that the next renter does not have to wait to enter. Additionally, the clubhouse may be reserved the following morning so all cleaning must be completed before you leave.
- ✓ Please do not tamper with the thermostat. Note that propping doors open will lessen the ability of the unit to cool properly.

If you find something broken or needing attention, please report it to the rental custodian, Loretta Mascia at 949-372-9894.

NOTE: The freezer does not have an icemaker. The clubhouse does not have wireless internet or cable outlets.

**The renter understands that they and their guests will abide by the rules of the Woman's Club of Clayton. It is understood that the clubhouse is located in a residential area. Please refrain from the use of foul/abusive language or obscene gestures, the use of illegal drugs or other illicit substances, displays of affection not suitable in a public or family setting, or the use of weapons of any kind. The Woman's Club of Clayton reserves the right to request any person or group of people acting unruly and contrary to rental rules to leave the premises. Assistance from law enforcement agencies may be acquired if necessary.**

If accidental damage occurs, it should be reported to the Rental Custodian (Loretta Mascia at 949-372-9894). Damage to any room/space/furnishings and/or equipment by a renter or their guests will result in appropriate charges based on fair market cost of replacement/repair/additional cleaning.

## Chair Placement

(on both sides of dining room)



## Table Placement

(place on back enclosed porch and secure with cord)



# Dish Placement



By signing below, the renter or representative for the renter agrees to pay for any damage to the interior and/or exterior of the Woman's Club of Clayton or its furnishings resulting from actions taken by renter or their guests.

Renter or Representative for the Renter

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(signature)

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(printed name)

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(date)