

## **Sierra 2 Rental Agreement Fees and Policies**

### **Prime Time Weekend (Fri 4pm-Sun 4pm) Rental Use Events**

**Initial** \_\_\_\_\_ FULL PAYMENT, WITH CASH, CASHIERS CHECK OR CREDIT CARD. IS EXPECTED AT THE TIME OF APPLICATION IF THIS EVENT IS LESS THAN 60 DAYS AWAY.

Reservations can be made a maximum of 1 year in advance and a minimum of 14 days in advance, with the exception of memorial services. The deposit is required to secure reservation; rental fees to be paid 60 days in advance. If all fees (deposit, room, security, kitchen, etc.) have not been paid in full, then the reservation will be cancelled and the entire deposit will be retained.

**Initial** \_\_\_\_\_ Cancellations must be made 60 days in advance of the event date for a refund, LESS A \$50 CANCELLATION FEE. FOR CANCELLATIONS MADE LESS THAN 60 DAYS FROM THE EVENT DATE, THE CUSTOMER FORFEITS ALL FEES PAID TO DATE. Any refunds due will be processed and mailed within 21 business days of cancellation.

### **Weekday (Mon-Fri 4pm) Rental Events**

**Initial** \_\_\_\_\_ Deposit required to secure reservation; RENTAL FEES TO BE PAID 30 DAYS IN ADVANCE. Fees paid or rooms rented less than 30 days prior to event must be paid in cash, cashiers check or credit card.

**Initial** \_\_\_\_\_ Cancellations must be made at least 30 days in advance of the event date for a refund, less a \$50 cancellation fee. For cancellations less than 30 days from event date, only the deposit, less a \$50 cancellation fee, will be returned if full payment has been received. If all fees (deposit, room, security, kitchen, etc.) have not been paid in full, then the entire deposit will be retained.

### **Cancellations and Refunds**

**Initial** \_\_\_\_\_ No refunds for inclement weather should renter not be able to use the courtyards.

**Initial** \_\_\_\_\_ Rooms must be rented for the total period of occupancy. Time for decorating and clean up must be paid in advance and included in your reservation. Please allow a minimum of 1 hour for set up and clean up. No early arrivals prior to official rental time, unless arranged and paid for in advance. You will not be allowed into the facility before your reservation time, so plan carefully. For early arrivals not paid for in advance, the room rental rate will be deducted from the deposit in one hour increments.

**Initial** \_\_\_\_\_ Rooms must be vacated by departure time indicated on this contract. Late departures will be assessed a fee equal to time and half for each additional 15 minutes (deducted from the deposit) for extended usage beyond time specified in the contract.

**Initial** \_\_\_\_\_ Full deposit will be refunded if cleanup was satisfactory. You are responsible for leaving the room as you found it upon arrival. All trash must be removed to the garbage and recycling cans, the event must stay within scheduled time, there must be no damage to the facility or its equipment. The check will be mailed to you within 21 days or if deposit was charged to a credit card, a refund to that card will be made. The cost for repairs, equipment, replacement or additional staff or janitorial time required to cleanup after use is deducted at \$25 per hour from the cleaning/damage deposit. Fees due which exceed the deposit will be billed to you.

## Rental Rules

- \* A Sierra 2 Center Facility Monitor will be present in the building the entire duration of your event. That staff person will unlock and lock the room(s) for you. Monitors carry a cell phone and signs are posted through out the building with this phone number. Please report any safety issues immediately to that person. Please report any needs regarding bathroom supplies or tables and chairs to that person. The Facility Monitor has the authorization to stop or modify the event if deemed necessary or if the information in the application is found to be false.
- \* Only beer, wine and champagne are allowed. No smoking, hard liquor, drugs, excessive noise or unruly behavior. If alcohol is to be *sold*, an ABC permit is required. Please restrict guests consumption of food and alcohol to the room(s) you have rented. Loitering in the parking lot or other areas of the building or streets is strictly prohibited.
- \* No signs or lecture materials affixed to walls. Exterior signage by arrangement only. Remove signage after events. Use of nails, tape, paint or chalk on walls, floors or doors, prohibited throughout the building.
- \* A security guard is required for teen parties and events with 150 participants or more, for a minimum of four (4) hours. Sierra 2 will supply the guard with the cost paid by renter.
- \* Kitchens include a counter, microwave, sink and refrigerator; THERE ARE NO COOKING FACILITIES ON SITE. No barbequing on premises without prior approval.
- \* Amplified sound (including bands, DJs, music or speaking with speakers or amplifiers) allowed inside rooms only; doors and windows must be kept closed while music in play. Excessively loud music may result in on-the-spot revocation of rental permit, withholding of deposit and police intervention at the discretion of onsite staff.
- \* The use of flower petals, rice and confetti on the Sierra 2 grounds is strictly prohibited. Smoke and confetti machines are strictly prohibited. Open flames are not allowed. All candles must be enclosed in a glass container that is a minimum of 3” higher than the flame. Use of these materials will result in forfeiture of your deposit.
- \* One adult per 10 minors under age 21 must be present at all times.
- \* Respect and consideration shall be shown at all times for users in adjacent rooms.
- \* We strictly adhere to room occupancy levels. Additional guests may be seated in adjacent courtyards for the Garden Room and Curtis Hall, however; we do not permit parties with guest counts dependant on outdoor seating from Nov-March. We will only rent these two rooms at their inside capacity levels during these months.
- \* Equipment such as PA system, projection screens, podiums, TV’s, DVD and VHS players are available in limited quantities. Arrangements for this equipment must be made in advance and additional fees may apply.
- \* Sierra 2 will set up tables and chairs at no extra charge. Room set-ups are limited to the amount of furniture available on your rental date. We do not guarantee availability of furniture as this is on a first come first serve basis. It may be necessary for you to rent furniture if none is available. Room set-up plans must be returned to the office as soon as possible but, no later than 7 days from event date. If you choose to use your own furniture or rent from an outside rental company, early delivery of items for your event must be approved by the office. Sierra 2 does not accept responsibility for any items brought in early. Furniture from outside rental agencies must be picked up at the end of your event. You must furnish your own table linens and utensils.

**Initial \_\_\_\_\_ I have read the rental rules as outlined above and agree to their terms.**

*Users shall not incur indebtedness on behalf of the City of Sacramento or SCNA, their officers or agents. This permit shall not give rise to any partnership or joint venture relationship between the permit holder and SCNA. This permit is not transferable to any individual or organization. This permit is valid only for the purpose stated in this agreement and may be revoked at any time by SCNA. Should any of the terms of this permit be violated, SCNA, a California nonprofit public benefit corporation, does not waive any rights they may have in law or in equity against any individuals or entities. Should any legal action arise from this permit, reasonable attorney fees and costs shall be awarded to the prevailing party. Renter shall indemnify and hold SCNA harmless from and against any and all liability arising out of renter’s occupation and use of a rental room.*

---

Customer Signature

---

Today’s Date

12/08