

Sylvan Improvement Club
Clubhouse Use Procedures for Renters

1.	Clubhouse Use	Use of the Clubhouse is conditioned on Renter completing and signing the Rental Contract , payment of required fees, and upon approval of the Board of Directors.
2.	Clubhouse Reservations	Reservations must be made with the Club Manager in advance of an event. The Club Manager will need the name of the Renter and current contact information, the date and time of the event, the nature of the event, the number of expected people, and other information in order to make arrangements. Prior to acceptance of the reservation, the Club Manager will meet with the Renter at the Clubhouse in order to view the facilities and complete the reservation process. The main Clubhouse number is 209-551-0333 or you may call the number on our website www.sylvanimprovementclub.org to reach the Club Manager.
3.	Clubhouse Deposit and Fees	The Treasurer will receive all fees and deposits payments from the Club Manager and deposit them in the Club checking account to establish a payment record. Event cancellations less than 30 days before the event will result in forfeiture of \$100 of the reservation deposit; less than 14 days will result in forfeiture of \$250 of the rent paid; less than 7 days will result in forfeiture of the entire rent agreed upon (i.e. \$800). After the event, the Club Manager will determine that the Clubhouse and grounds have been left in satisfactory condition and keys have been returned. The Club Manager will then notify the Treasurer to issue a refund check of the security deposit amount. Deposit refunds take a minimum of 15 working days to process. Any damage, repair, or clean-up costs incurred due to an event, will be the responsibility of the Renter. The Club Manager may determine such costs and deduct costs from the security deposit, or bill the Renter for costs exceeding the deposit (attaching expense invoices or receipts). The Trustees will review and decide any disputes regarding repairs and costs.
4.	Security	All Clubhouse doors and windows, and fence gates are locked, and all interior and patio lights are turned off when the Clubhouse is unattended by the Renter. The security alarm must be armed when the Clubhouse is not occupied. To deactivate the alarm , enter code and push OFF button. To activate , ensure all doors and windows have been secured, enter code, and push AWAY button. If the alarm will not activate, check exterior doors and windows. Be sure there is no movement and try again. If the alarm still does not activate, the Renter must call the Club Manager. If the security alarm sounds by mistake, the Renter must call the Alarm company (1-888-857-9091) and report the incident. Tell the alarm person the password: "Bernice". Reactivate the alarm before leaving. Exit via the FRONT door only! NOTE: Please do not leave inflated balloons in the Clubhouse with the alarm system on, as their movement will activate the alarm.
5.	Fire	Smoking is not allowed in the Clubhouse or restrooms. The designated smoking area is in front of the building or on the patio. Cigarette butts should be placed in the provided receptacles and not dropped in garbage cans with combustibles. Candles must be attended by a member at all times while lighted. Other types or use of flaming or flammable items must be cleared in advance by the Club Manager and must be extinguished after use. Use of "fog" machines by DJs is prohibited as it will activate the fire alarm.
6.	Decorations	Do not use scotch or adhesive tapes/materials on the walls as the wood paneling may be damaged. Use of nails, tacks, or staples is prohibited. Decorations planned for walls or ceilings must be cleared with the Club Manager in advance of use. Use of rice, incense, glitter, or confetti is prohibited. Do not use any adhesive tapes of any kind on the dance floor.
7.	Kitchen	Most kitchen utensils and materials are in locked cabinets and are used only for official Club activities. Coffee pots may be used, but must be left clean and dry. Towels and rags in kitchen drawers may be used; after use, leave on counter and Club Manager will launder and return.
8.	Supplies	Limited cleaning supplies and paper goods are available as maintained by the Club Manager in unlocked cabinets. Additional materials and paper goods must be furnished by the Renter.
9.	Heat & Air Conditioning	The Clubhouse heat and air conditioning must be turned off when the Clubhouse is not in use. There are three thermostats: one near the dance floor, one at the east end of the bar, and the third near the kitchen doors. Each has a timer that must be used to activate the system. Follow kitchen evaporative cooler instructions posted near ovens. Renter must ensure that heater and air conditioner is off when leaving the premises.
10.	Housekeeping	The Clubhouse will be returned in the same condition in which it was received (use fees do not include cleaning). Bathroom toilets/sinks/mirrors/counters, kitchen counters/sinks/stoves/ovens/refrigerators cleaned, bar sinks/counters, back hall, and all floors must appear mopped and clean (including under floor mats in bar area and kitchen). Carpeted areas must be vacuumed and carpet stains must be cleaned. Do not use equipment or chairs that can scratch the wood floor. Tables must be wiped clean and chairs placed on tables. The front area, parking lot, patio, yard, and barbeque must be clean. Larger accumulations of barbecue ash should be removed. Remove your items from the refrigerator. Empty all trash cans, bag the garbage, and place in one roll-away black garbage can on the patio. Do not place garbage in green can. Excess garbage including boxes (more than fits in one garbage can) must be removed by the Renter. Please leave recyclables (aluminum cans and plastic bottles only) in containers provided; Sylvan Club members will recycle them.
11.	Compliance with the Law	The use of alcoholic beverages is generally permitted on a no-host basis, and such consumption is on an individual basis by each member or guest at the event. The Renter acknowledges that state law prohibits anyone under 21 years of age to possess or consume alcoholic beverages. If Renter intends to sell alcoholic beverages, Renter must obtain a Daily License through the local police department and the Alcoholic Beverage Control. Renter shall supervise the event and ensure all laws, regulations, and Club procedures are followed. Renter shall be responsible to call for emergency help and law enforcement personnel when needed in the event of an accident or disturbance.