

LILLARD HALL USE/RENTAL POLICIES (2020 v1)

USE/RENTAL CONDITIONS

Following are the conditions for the use/rental of Lillard Hall, the surrounding lawns, and the public parking area (the Hall or premises):

1. The applicant must be at least 18 years of age.
2. If alcohol is to be served at the event the applicant must:
 - a. be at least 21 years of age and able to show current and valid identification upon request;
 - b. contract for and provide two uniformed security guards from a security company licensed by the California Department of Consumer Affairs, Bureau of Security and Investigative Services and provide a copy of the paid contract with the security firm (which contract shall include the company's state license number) to the Hall manager no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days.; and
 - c. no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days, provide proof of insurance and a copy of the paid security firm contract to the Hall Manager.
3. Obtain liability insurance listing WPPFD as an additional insured for the date of the function in the minimum amount of \$1,000,000.00 against property damage, personal injury, and wrongful death (insurance).
4. If the event will have a live band, DJ or music, the applicant must provide two uniformed security guards from a security company licensed by the California Department of Consumer Affairs, Bureau of Security and Investigative Services and provide a copy of the paid contract with the security firm (which contract shall include the company's state license number) to the Hall manager no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days.
5. If the applicant is neither a resident of the West Plainfield Fire Protection District (WPPFD or District) nor District personnel, at the discretion of the Hall Manager the Hall Manager may require that the applicant appear before the Board of Commissioners (Board) for approval. NOTE: The Board meets monthly, typically on the 3rd Tuesday.
6. "Sub-leasing" of the Hall is not allowed (i.e., a resident of the WPPFD cannot apply for the use/rental of the Hall for another person who may be a non-district resident).
7. The applicant must attend, and personally supervise, the event and shall meet all conditions outlined herein, as appropriate to the event.
8. The maximum permitted size of any group is 150.

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9. The Hall may be reserved from 10:00 am to Midnight.
10. Events must end by midnight. All applicants must secure and lock all windows and doors and turn off the lights, heater or air conditioner prior to vacating the premises.
11. Live bands, DJs and music must cease no later than 11:00 pm.
12. At no time shall any of the building exits and door/panic hardware (push bars) be obstructed by decorations, chairs, tables or any other item in any manner whatsoever.
13. All drapery and decorations must be inherently flame retardant or treated with State Fire Marshall approved fire retardant chemicals.
14. The use of nails, screws, tacks, staples, etc. is prohibited. Cellophane tape may be used to secure decorative materials to walls and tables only and all tape must be removed after the function. Tape is not to be applied to any painted surface. The use of straw, hay and similar materials is not permitted.
15. All fire department equipment and buildings are off limits.
16. Parking on the concrete to the west of the fire station house is not permitted under any circumstances; event parking is permitted only on the graveled area directly in front of the Hall.
17. Activities that violate federal, state or local laws, codes, standards or regulations are not permitted.
18. The WPPFD reserves the right to cancel or suspend any event for just cause, including, but not limited to: the consumption of alcoholic beverages by minors, disorderly conduct, vandalism, destruction of property or the violation of any conditions contained in this Agreement.
19. The WPPFD specifically reserves that right to seek recovery from the applicant for any damages to the premises, facilities, fixtures or furnishings.
20. The applicant is responsible for any damage caused during the event.
21. The WPPFD is not responsible for damage or loss of property, nor for claims arising from personal injury to, or death of, any guest of the applicant or the actions of any guest of the applicant.
22. Applicant agrees to indemnify and hold harmless the WPPFD, its officers, agents and employees from and against all loss or expense, including costs and attorney fees, by reason of liability imposed upon the WPPFD, including, but not limited to: bodily injury or death, damages to property, including loss of use thereof, arising out of or in consequence of the performance of the Agreement and these conditions, providing such injury or death to persons or damage to property is due or claimed to be due to the acts or omissions of the WPPFD, its officers, employees or agents.

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- 23. Keys to the Hall will be supplied to the applicant as arranged by the Hall Manager.
- 24. The Hall Manager and one member of the Board may modify the Lillard Hall use/rental policies in specific instances as they deem appropriate.

APPLICATION PROCESS

The applicant should consult with the Hall Manager to determine if the Hall is available for rental. The applicant can also arrange to preview the facilities for suitability and limitations.

If the Hall is available, an "Application for the Use of Lillard Hall" must then be completed and presented to the Hall Manager. The Hall Manager shall review the application and approve or deny it as outlined below.

APPLICATION APPROVAL

The approval process depends on the type of activity, as outlined below:

- 1. A personal function (private party or event) hosted by a WPPFD personnel requires approval by the Hall Manager.
- 2. A meeting (typically an event lasting no longer than two hours, hosted by an entity, with no food or beverage service) requires approval by the Hall Manager.
- 3. Any other function (party or event hosted by or on behalf of an entity or a personal function hosted by a non-district resident) requires approval by the Hall Manager and one member of the Board.

RENTAL CHARGE AND DAMAGE/CLEANING DEPOSIT

	<u>Rental Fee</u>	<u>Damage/Cleaning Deposit</u>
Personal Function - WPPFD Personnel *	None	\$500.00
Personal Function - WPPFD Resident *	None	\$500.00
Meeting	\$50.00	None
Other Function *	\$600.00	\$500.00

*A \$100.00 surcharge will be levied if the premises are not vacated by 1:00 am.

The rental fee and damage/cleaning deposit must be made no later than 21 days prior to the event, or upon approval of the Application if the event date is within 21 days. If the event is

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within 21 days of approval, the Hall Manager may require that payment be made by money order, cash, or cashier's check.

If payment is made by check, money order or cashier's check (check), two checks shall be presented to the Hall Manager: one for the rental fee and the other for the damage/cleaning deposit. Checks shall be made payable to the West Plainfield Lillard Hall Fund.

RETURN OF RENTAL DEPOSIT AND/OR DAMAGE/CLEANING DEPOSIT

Rental Deposit

The applicant shall notify the Hall Manager of any cancellation as soon as possible. In order to receive a refund of the rental fee, the applicant must notify the Hall Manager of the cancellation at least 12 days prior to the scheduled event.

If the application states that alcohol will not be served and alcohol is found on the premises, and is determined to be associated with the event or anyone attending the event, the event will be immediately terminated and neither the rental fee nor the damage/cleaning deposit will be returned to the applicant.

Damage/Cleaning Deposit

Shortly after 1:00 pm the day following the event, the Hall Manager will inspect the premises. The entire damage/cleaning deposit will be refunded to the applicant only if the Hall Manager determines the following conditions have been met:

1. All debris has been deposited in the dumpster located in the parking area south of Lillard Hall and the lids are closed tightly.
2. All exterior grounds were properly cleaned of debris immediately following termination of the event.
3. All decorations and materials used to affix the decorations have been properly removed.
4. All chairs and tables have been cleaned and properly restored.
5. The floors have been swept clean and wet mopped, if needed.
6. The bathrooms (including the sinks, toilets and floors) have been cleaned.
7. The kitchen sinks, counters, refrigerator, range, grill and floor have been cleaned.

The Hall Manager shall notify the applicant of any deficiencies and may allow the applicant to correct the deficiencies. If the applicant fails to correct the deficiencies within a 24-hour period, the Hall Manager shall use the damage/cleaning deposit to correct the deficiencies.

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If the Hall Manager determines that additional cleaning or repairs are required the Cleaning Deposit will be withheld until the cleaning/repairs are complete. The cost of the cleaning or repairs will be deducted from the deposit and the balance returned to the applicant.

If the cost to bring the premises back to its original condition exceeds the deposit amount, the applicant will be billed the excess charges. The applicant shall be denied further use of the Hall. If the applicant fails to pay the additional charges the WPPFD will take legal action to secure payment.

I, _____, applicant herein, have read and understand the above Lillard Hall Use/Rental Policies.

Dated: _____