

# **Anza Community Building, Inc.**

**P.O. Box 390091 Anza, CA 92539**

## **Terms and Conditions for Use of the Anza Community Hall**

The use of the Community Hall is a privilege; and should be respected as such. We welcome you and your guests and hope that your event is a memorable one.

### **Requirements**

Anyone planning to serve alcohol (hard Liquor or beer or wine) must provide notice of that intent by including that information on the "Permit For Use Of Facilities" form which contains all other relevant information about the planned use of the facilities.

If it is the intent of your party to sell or charge for such drinks, then a special permit must be obtained both from the Sheriff and from the California Department of Alcoholic and Beverage Control Board. (Instruction will be provided.)

The group or person applying for the Permit For Use Of Facilities is responsible for security at its event(s). Since events involving alcohol present a greater potential for problems each group/person planning to provide alcohol at their event must have a security plan that addresses that increased risk for problems. The plan may include designating people from your group assigned to control any problems that might arise from the consumption of alcohol, or you may hire professional security services which may include any off duty sheriff or police officers or any security company that is licensed to provide security at such events.

When booking your event, have your set up and clean up times planned into your event and be sure those hours are on your contract. Use of the hall on a day prior to your event for set up and/or decorating will be at the discretion of the board and at the rate of \$60 per hour. Taking down of decorations and cleanup cannot extend beyond the allotted time on your contract without prior permission from the board and will be contingent upon no other event occurring during that time.

### **Hall**

The building will be clean when you arrive and you will be responsible for making sure that it is clean when you leave.

1. You will need to set up and take down all tables and chairs that you need for your function. All tables and chairs will be accounted for and left in good condition. This means washed down, cleaned of any food and beverage debris-You will be responsible for placing them properly in their respective racks before you leave. Please note that some of the chairs are newer than others and go in a separate rack.
2. A key to the trash bin out the back kitchen door.  
It is your responsibility to assure that the trash is dumped and that the bin is RELOCKED.

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3. Decorations may be used and hung by hooks already in place only (no duct tape, no nails or tacks) you may also use 3M Command-hanging devices, which are easily removed and leave no residue. Nothing may be hung from the ceiling fans. All decorations must be removed and the area restored to its original status. This includes any ties to the ceiling brackets (zip ties, string, and ect.) Hook devices are in place in the ceiling tile braces and on the walls for your use. Absolutely NO CONFETTI may be used. The use of confetti WILL result in the forfeiture of your entire security/cleaning deposit.

4. All trash /bottle caps /bottles/ cans must be cleared from the parking lot.

5. The floor must be broom clean (swept up of any debris) and if spills occur, they must be mopped. You will be shown where you may find brooms and mops.

6. You will be responsible for making sure that all lights, ceiling fans, exhaust fans are off and all doors are locked.

7. The ceiling fan switches are under the main electrical panel on the east wall where the chairs and tables are stored, also one of the exhaust fans is on that wall closer to the kitchen, and the other one is to the left of the fire place.

8. If you would like to add a cleaning service to your event we can arrange to have our custodial crew clean up after you for a set-fee. However, if you fail to clean up after yourself and we need to arrange a clean-up crew at the last minute (often late at night) the cost of that clean up could easily consume your entire cleaning/security deposit and will cost a minimum of \$300. If you are unsure that you will be able to adequately clean the Hall, after having hosted your event, or if you think it is possible that you event will not end in time for the cleaning to be completed within the time allotted under your usage contract, we strongly suggest that you pre-arrange for a cleaning crew.

## **Kitchen Privileges**

1. If you bring food for your event, please identify it with your name whether it goes in the freezer, refrigerator or is placed on a kitchen preparation table. Our cleaning staff has instructions to dispose of all left over food items. Food should not be brought in sooner than your setup time.

2. The middle compartment of the 3 door refrigerator is for the use of your group while using the Hall. Any food that is in the other two compartments should not be touched. You will also have access to one compartment in the freezer for the storage of ice and other frozen items you might need during your event.

3. The kitchen sinks will need to be left clean and scrubbed out.

4. You must provide all your own equipment for food preparation as well as your own serving platters, bowls, and utensils.

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5. You must provide your own linen and cleaning towels.
6. All kitchen and hall equipment must be left in good working order and clean (i.e. Stoves, ovens, refrigerator, counters, sinks, floors, etc.)
7. If you have grease that must be disposed of from your cooking process: PLACE IT IN THE RED CAN BELOW THE SINK IT WILL BE DISPOSED OF BY THE HALL CUSTODIANS—DO NOT DUMP ANYTHING ON THE GROUND OUTSIDE OR IN THE SINKS.
8. If you have greasy food that must be disposed of: PLACE IT IN PLASTIC BAG THAT CAN BE SEALED AND PUT THEM IN THE TRASH BIN. DO NOT DUMP ANYTHING ON THE GROUND OUTSIDE OR IN THE SINKS.
9. Please do not leave any food unattended if on the stove or in the oven.
10. Someone must be in attendance in the kitchen if the stove or ovens are on. If you find something that is not working or broken or is in need of repair, please notify the person that rented you the hall. We strive to keep the hall in as good repair as possible, but--we cannot fix what we do not know is broken. So please advise us of what is in need of our attention. Thank you.

## **PLEASE NOTE IN REGARD TO A POSSIBLE FIRE:**

1. There are four (4) FIRE EXTINGUISHERS, WITH SIGNAGE, and IN THE ROOM.
2. This is an older building and does not have "panic" bars installed on the exterior doors. THEREFORE: It is imperative that the exterior entry doors remain unlocked during any event. THIS IS YOUR RESPONSIBILITY. (Remember to lock up all the doors before you leave!!) The maintenance and janitorial room outside door shall remain locked.

Thank you for renting the Hall and we hope your function is a success. Please let us know how we can improve the Hall!!

Please sign below after you have read the above, understand and agree to these requirements.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of Applicant \_\_\_\_\_