

TERMS OF AGREEMENT

The use of the facilities will be granted under the following conditions. Please read carefully before you sign the agreement.

1. Only SEJSCC members may rent the facilities and outside organization which have an affiliation with a SEJSCC Club.
2. The organization or individual holding the event shall save and hold SEJSCC and its officers harmless from any and all claims and causes of action resulting from injuries to person or persons and property of others arising out of the use of the facilities and equipment.
3. The organization or individual shall be responsible for obtaining any permits from any governmental agencies that may be required for the event. Permits must be on file with the SEJSCC representative prior to this scheduled event.
4. Services of a bonded security guard/s may be required depending on the nature of the event in which case you must provide your own.
5. An organization or individual who plans to charge fees shall make the fact known on the application form and indicate the amount to be charged.
6. A Reservation Deposit is required at the time the facility use agreement form is signed. Reservation Deposit will not be refunded if the event is cancelled less than 30 days prior to the event. The payment for the balance of the facilities use fee shall be made to SEJSCC 30 days prior to the date of planned event.
7. A security deposit will be required and due 30 days prior to the event. If the cost of the replacement or repair to the damage is in excess of the security deposit, the organization or individual will be required to pay the balance. If damage occurs and it is less than the deposit, the difference will be refunded. If there is no loss or damage, the security deposit will be fully refunded.
8. Proof of liability insurance coverage must be submitted 30 days prior to the event.
9. All organizations with minors must have adult sponsorship and supervision present during the entire time the facility or equipment is in use.
10. The renter shall abide by the current City of Norwalk ordinances regarding noise.
11. The organization or individual requesting to use the SEJSCC facilities is responsible for set up and clean-up of all equipment used.
12. The facilities and equipment shall be left in the same condition they were in prior to the event.
13. Facilities floor used must be swept before and after event
14. All decorations posted in and out of the facilities shall be removed immediately after the conclusion of the event. Only painter's blue tape is permitted on the walls.
15. If the tables and chairs are used in the gym, they must be returned to the carts and stored under the stage.
16. All kitchen tables, stove and refrigerator must be cleaned after use and the kitchen must be restored to its original condition.
17. All accumulated trash must be taken out to the trash bin.
18. Before leaving the facilities, renter is responsible to ensure the security system is operative and on and all lights, heating/air conditioning must be turned off.
19. All individuals must depart the premise no later than 11:00 PM.
20. A cleaning fee will be charged according to the rooms used.
21. No Smoking in the facility
22. Alcoholic beverage prohibited unless approved by board
23. SEJSCC reserves the right to cancel the use of any of its facilities or equipment at any time.

I have read and understood the terms of agreement described above and will agree to fully abide by these rules as a condition of utilizing the SEJSCC facilities.

Facility user signature _____ date _____
SEJSCC representative _____ date _____