

Bridge Center Rental and Scheduling Policy

When the Bridge Center is not being used for a regularly-scheduled club game or unit-sponsored event, it may be scheduled on a first come first served basis. The organizer of every scheduled event is expected to pay rent to the Unit. These events will hereafter be referred to as Rentals.

1. Types of Rentals

- A Member Rental is a request by a Unit member for a personal party or meeting with 10 or more people. Examples are birthday parties for a member's immediate family.
- A Non-Member Rental is any event requested by a non-member of our unit. A Unit member must act as the sponsor, be present at the event, and is responsible for turning off lights and locking up if necessary.

2. Fees

Rates currently in effect are published in the Fee Schedule on the PaloAltoBridge.com website. If the event is not listed on the fee schedule, or if the event will last more than 4 hours, payment may be negotiated with the Unit Board.

Non-member rentals require a refundable deposit of \$150 that may be used to cover any necessary cleanup, repairs or replacement of missing equipment, or any other costs incurred by club on behalf of the renter. An itemized list of all rental costs will be provided to the renter after the event with a refund of deposit or request for payment, as appropriate.

3. Rental Requests

Requests for rentals must be arranged with the Unit Secretary. Most requests can be approved by the Secretary, however time should be allowed for review by the Board of Directors if necessary. The Board usually meets once a month. Each request should be accompanied by an Event License Agreement, a reference to the appropriate payment from the Fee Schedule, and proof of insurance if the event is requested by a non-

member. The Event License Agreement is published on the PaloAltoBridge.com website.

Events shall be scheduled by the Unit Secretary who may

- delegate this responsibility to individuals who understand the scheduling process, or
- provide instructions for scheduling the event. If this option is used, the instructions must be followed carefully to avoid double-booking and parking problems.

4. Duties of Rentee

Making coffee and the use of the kitchen is included in the rental rate. Cups, dishes and utensils used by participants should be run through the dishwasher (90 seconds) and restocked. Chairs, bidding boxes, and BridgePads, if moved, should be replaced as originally found. Any litter should be picked up.

If this is the last event of the day, the lights should be turned off and the building's exits locked.

5. Insurance

A Member Rental will normally be covered by the Unit 503 / Bridge Center insurance policy. A Non-Member Rental must show that the ACBL Unit 503 is named as an additional insured during the period of rental for bodily injury liability and property damage. See Event License Agreement for required coverage amounts. A Certificate of Insurance must accompany the Event License Agreement. This may be obtained from your insurance company. Renters are responsible for their personal items.

6. Other Requirements

The occupancy of the Bridge Center shall not exceed 200 people unless otherwise agreed. A City approved parking plan is required for any use that exceeds 200 people.

Cancellation of a rental should be made as early as possible. Failure to comply may result in loss of rental fee.

Revised 2015-11-20