



Facilities Usage Application and Agreement

Applicant/User: _____

Effective 9/18/2023

This application and agreement serve to clarify the scope and conditions for use of the Chinese Club of San Marino's ("CCSM" or the "Club") facilities, located at 2425 Huntington Drive, San Marino, CA 91108. CCSM is a tax-exempt, non-profit membership organization committed to promotion of education, diversity, and community service. The Club's facility is open to its members, affiliates, and community partners ("User") for uses that are consistent with the Club's goals, values, and guidelines. **CCSM will not permit facilities usage for individuals or groups who promote or adhere to any forms of hate or discrimination.** CCSM reserves the absolute right and sole discretion to deny or approve any usage application.

Eligibility & Fees

The Club's facilities are available for use between the hours of 8 a.m. and 9 p.m., subject to availability and at the Club's discretion. User may apply to use any or all of the following spaces (please see the floorplan of Chinese Club for reference):

Room / Facility	Maximum Capacity	Club Events	Non-Club Events	Cleaning Fee for Non-Club Events
Main Hall	100 people	\$0	\$50/hour	\$25
Kitchen	10 people	\$0	\$25/hour	\$25
Middle Activity Room	30 people	\$0	\$25/hour	\$25
Back Classroom	30 people	\$0	\$25/hour	\$25

A "Club Event" is one that is (1) organized or sponsored by at least one or more CCSM director(s) or advisor(s) and that (2) at least 50% of the participants for the event are active CCSM members. The cleaning fees only apply to Non-Club Events and are charged on a per-event basis. Additional fees may be assessed in case of damages to the property or if excess cleaning is required.

Application

This application for facility usage should be submitted no later than seven (7) days before the event. For Club Events, applications should be submitted up to 3 months (90 days) in advance. For all recurrent events, including Club Events, reservation may only be made on a quarterly basis and additional fees may apply.

All applications should be submitted along with a copy of a government-issued identification, a valid credit card hold or check in the amount of \$200.

Guidelines and Restrictions

The following guidelines and restrictions apply to use of the facility:

1. User assumes full responsibility for all damages or loss of property resulting from its use of the facility.
2. User must notify CCSM immediately in case of any damages to the facility or emergency situations.
3. User is responsible for having every participant of the event sign a waiver form provided by CCSM (for minors under 18 years-old, a parent or legal guardian must sign the waiver form).
4. No alcohol or smoking of tobacco is permitted anywhere on the premises.
5. After event adjourns, ensure that the facility is properly cleaned and secured, as follows:
 - a. In general, the facility must be restored to the same condition as it existed prior to the event;
 - b. All tables and chairs must be return to the storage room/area or to their original state;

- c. All trash must be disposed in dumpster located in the back parking lot;
 - d. Turn off all thermostats and lights; and
 - e. Secure and lock all doors and windows.
6. CCSM is not responsible for any property left at the property at the conclusion of the event.

Cancellation

Cancellation requires at least a 72-hour prior written notice before the event. Failure to do so will result in forfeiture of 50% event fee.

Indemnification

User shall indemnify, defend and hold harmless CCSM against all demands, suits, judgments, settlements, claims, damages to persons and/ or property, fines, liens, losses and other liabilities, including reasonable attorneys' fees arising out of or in any way related to the event hosted and/or organized by User, including claims for loss or damage to any property, or for death or any injury. This indemnity shall survive the termination of this Agreement. User hereby releases CCSM from any and all liability or responsibility to User or anyone claiming through or under User for any loss or damage to equipment or property of User, User's guests or vendors contracted by User.

1. Applicant: _____
2. Name of Organization: _____
3. Address: _____
City: _____ State: _____ Zip Code: _____
Email: _____ Telephone: _____
4. Date(s) Requested: _____
5. Time of day: From: _____ am/pm to _____ am/pm (including set up and clean up time)
6. If Event Is Recurring: Start date: _____ End Date: _____
7. Title of Event: _____
8. Purpose of Event: _____

9. Approximate/Estimated Attendance: _____ people.
10. Type of Event: (Please check one) Club Event Non-Club Event

11. Facilities/Equipment Requested:

Main Hall		
<input type="checkbox"/> Tables (Qty: _____)	<input type="checkbox"/> Folding Chairs (Qty: _____)	<input type="checkbox"/> Cocktail Tables (Qty: _____)
<input type="checkbox"/> WiFi	<input type="checkbox"/> Sound System	<input type="checkbox"/> Video System
<input type="checkbox"/> Projector & Screen	<input type="checkbox"/> Karaoke Equipment	<input type="checkbox"/> Lighting System

Middle Activity Room		
<input type="checkbox"/> Tables (Qty: _____)	<input type="checkbox"/> Chairs (Qty: _____)	<input type="checkbox"/> Karaoke Equipment
<input type="checkbox"/> WiFi	<input type="checkbox"/> Sound System	<input type="checkbox"/> Video System
<input type="checkbox"/> Lighting		

Kitchen		
<input type="checkbox"/> Bar stools (Qty: _____)	<input type="checkbox"/> Burner, stove, oven, microwave	<input type="checkbox"/> Refrigerator
<input type="checkbox"/> WiFi	<input type="checkbox"/> Sound System	<input type="checkbox"/> Video System

Back Classroom		
<input type="checkbox"/> Tables (Qty: _____)	<input type="checkbox"/> Chairs (Qty: _____)	<input type="checkbox"/> Cocktail Tables (Qty: _____)
<input type="checkbox"/> WiFi	<input type="checkbox"/> Projector and Screen	<input type="checkbox"/> Video System

12. Do you currently have general liability insurance in an amount not less than \$1,000,000?

- Yes. (Please provide certificate of insurance and separate endorsement page listing Chinese Club of San Marino along with the application.)
- No. (Please purchase from Eventhelper.com or other qualified providers and provide proof of insurance to the office at least 3 days prior to the event.)

13. Notes / Comments / Special Requests, Considerations, Accommodations or Waivers:

By signing this application and agreement, you acknowledge that you are waiving any rights you, your group, and/or your organization may have if you or any participants are injured from use of the facilities, that you are authorized to sign on behalf of the group/organization, and that your group/organization agrees to comply with all the rules, guidelines and restrictions above.

Signature: _____ Date: _____

Print Name: _____ Title/Position: _____

For CCSM Administration Use Only		
Approved by: _____	Date: _____	Total Fee: _____
Remarks: _____		

Credit Card Authorization Form

Please complete all fields below. This form will be returned to you when the event ends and all accounts have been settled for your use of the facilities.

<p>Card Type:</p> <p style="text-align: center;"><input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> Amex</p> <p style="text-align: center;"><input type="checkbox"/> Other: _____</p>
<p>Cardholder Name (as shown on card):</p>
<p>Card Number:</p>
<p>Expiration Date (mm/yy):</p>
<p>Notes:</p>

I, _____, hereby authorize the Chinese Club of San Marino (CCSM) to hold my credit card information ("see above") with a \$200 pre-authorization hold to reserve a portion of the club's facilities. I understand my information will remain confidential and this form will be returned to me when the event is ended.

Signature: _____

Date: _____