

# RENTAL AGREEMENT

## MONTICOLA CLUBHOUSE

140 S. LASSEN STREET  
SUSANVILLE, CA 96130  
(530) 257-8087

The purpose of this agreement is to set forth the terms and conditions required for the rental of the Monticola Clubhouse. The renter assumes **FULL RESPONSIBILITY** for the Monticola Clubhouse and all of its contents during the rental period. The terms of the agreement are as follows:

Name of Renter:			
Address:			
City / State / Zip			
Phone (Primary)			
Phone (Alternate)			
Email			
Rental Date: <small>Call to Confirm Availability!</small>			
Start/ End Time	to		
Type of Event			
Use of	Main Hall	Kitchen	Both

THIS AGREEMENT IS NOT EFFECTIVE UNLESS EACH PARTY HAS INITIALED AND COMPLETED THE FOLLOWING:

RENTER INITIALS	MONTICOLA CLUB INITIALS	TERMS / CONDITIONS (For Management Only)
		Rental compensation \$ <small>Paid Date _____ CK # _____ MO Other</small>
		Security Deposit \$ Waived
		Certificate of General Liability Insurance \$ _____ per claim; \$ _____ aggregate
		Liability Insurance is Waived
		Signed / Completed Agreement
		Key # <input style="width: 50px;" type="text"/> Returned
Post Use Inspection:	Satisfactory	<input type="checkbox"/> Unsatisfactory Notes:

- \*Make all checks payable to: **The Monticola Club**;
- \*Deliver or Mail to: Mt. Lassen Properties; 822 Main St. Susanville, Ca 96130
- \*Returned checks subject to a \$25.00 returned check fee and all applicable collection costs.
- \*Keys can be picked up at Mt. Lassen Properties, 822 Main St. Susanville, CA.

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Upon acceptance of this offer, I agree and will be bound to the following terms and conditions:

1. To pay the agreed upon rental fee: Payable to "The Monticola Club" and delivered to **Mt. Lassen Properties**, 822 Main St. Susanville, CA 96130 no later than 10 days prior to your scheduled date of use.
2. To pay the agreed upon Security Deposit no less than 10 business day(s) prior to the scheduled date of use. The security deposit serves to cover any damage, additional cleaning or loss of use or repairs incurred by the Monticola Club or **Mt. Lassen Properties** as a result of my use or by those attending my event during the scheduled use of the property.
3. To timely and peacefully return and surrender possession of the clubhouse premises to **Mt. Lassen Properties** at the date and time noted in this agreement.
4. To utilize the property in accordance with the usage guidelines provided with this agreement and to clean and return all furniture, utensils, appliances, equipment, cleaning supplies and trash to the condition detailed and in accordance with the usage guidelines.
5. I will personally indemnify and hold harmless the Monticola Club, **Mt. Lassen Properties**, its officers, directors, members and agents, from and against any claims, charges, actions, suits and judgements which may be brought or taken by any party by any party not a signatory to this agreement, arising from my use of the property.
6. I will provide and bear all costs associated with a defense of the Monticola Club, **Mt. Lassen Properties**, its officers, directors, agents and members, to any claim, proceeding or legal action brought by any party not a signatory to this agreement, arising from my use of the property.
7. I will, If required, no later than ten (10) days prior to the agreed above date of use, deliver to the **Mt. Lassen Properties**, a certificate of General Liability Insurance, from a sound and reputable insurance company listing the Monticola Club, its officers, directors, members and agents as additional insureds for my use of the property, pursuant to this agreement. I understand that doing so does not relieve me of any personal responsibility as set forth above, but further protects the Monticola Club and **Mt. Lassen Properties** in the event of a claim or legal action.
8. I understand that I must return all keys to **Mt. Lassen Properties, 822 Main St.** No later than 1 business day following the completion of the rental dates. I further understand that if I lose or fail to return the key I will bear full costs associated with changing the locks and replacement of all keys to the property.

\_\_\_\_\_  
Renter Initials

\_\_\_\_\_  
For: The Monticola Club

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### USAGE GUIDELINES:

1. Do not use nails, tacks or tape on the walls, ceiling or woodwork. Use the hooks located in the molding to hang decorations or streamers.
2. Return all chairs, tables and equipment to closets, racks or storage.
3. Run plenty of water in garbage disposal to prevent it from clogging.
4. Use only one outlet in the kitchen to prevent fuses from blowing.
5. Before leaving: Vacuum the carpets, sweep and mop the kitchen and bathrooms.
6. Pick up all trash in the main hall, kitchen, bathrooms and building exterior and place in receptacles at the rear of the kitchen. Please use the black for trash and the blue for recyclables. Please do not leave excess trash. If the containers are full please haul away excess trash.
7. The telephone is for local calls only.
8. Please do not adjust the temperature.
9. Upon leaving please turn off all lights, lock all doors and windows.
10. Please lock the front door and check that it is locked.
11. Keys must be returned to Mt. Lassen Properties and can be deposited in the key drop at the front of the building at 822 Main St. Susanville, CA 96130.

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By signing, renter agrees to understand and be bound by the terms of this contract:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

For an association:

Name \_\_\_\_\_ President/Secretary \_\_\_\_\_

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*The undersigned, being duly authorized by the Monticola Club of Susanville, hereby accepts this offer on behalf of the Club and agrees to provide the usage of the Monticola Club to the above person / organization on the date and times agreed to above and upon additional terms on which we have agreed, as set forth above.*

Signature \_\_\_\_\_ Date \_\_\_\_\_