

# THE WOMAN'S CLUB OF STARKE

## House Rules for Renters

1. Lease Agreement is between the Woman's Club of Starke, Inc. and the individual person signing the lease. Caterers, florists, and other vendors retained by lessee must communicate and coordinate directly with the lessee. Lessee is responsible directly to the Woman's Club for actions of and damage caused by caterers, florists or other vendors retained by lessee.
2. Lease period of time is 14 hours for the standard fees. Any additional hours are to be billed at a rate of \$25.00 per hour. Times, dates and fees are to be specified in the lease agreement.
3. A deposit fee of \$200.00 is required for all non-club member leases with return of signed lease agreement. Full payment of lease of premises must be made to the House Chairperson ten (10) days prior to the date of the lease. The deposit fee will be returned to the lessee following the facility inspection by the House Chairperson within ten days of the end of the lease period. **Reservations must be cancelled three weeks prior to the date of reservation in order to have full deposit returned.**
4. Lessee may not use rooms that have not been rented.
5. Items in kitchen cabinets may not be used by lessee or vendors (e.g., caterers) retained by lessee.
6. Lessee is responsible for removing all trash, food, floral arrangements, etc. from the premises.
7. Lessee shall remove all of lessee's property from the club house by the end of the lease period.
8. Lessee shall immediately report any damages to the club building or to any club property to the House Chairperson and repair or replacement is to be immediately made or paid. Replacement items must be approved by the House Chairperson.
9. NO club property may be removed from the building. Note: Lessee shall not move the piano on the stage or the furniture in the parlor. If lessee moves any items (e.g., plants) which are located in the premises, lessee must return them to the original location.
10. Lessee shall not modify or deface the club house. This includes painting and modifications of electrical wiring.
11. The lessee shall not nail, tack, pin or tape objects to the floor, walls, ceilings, doors, stage, light fixtures or windows.
12. ALL Fire regulations must be complied with including building capacity which is not to exceed 175 people.

These actions must be completed prior to leaving the clubhouse. Failure to comply shall result in a deduction from the security deposit fee.

13. Lessee is responsible for turning off all lights and electrical appliances. Heating must be turned off and *air conditioning* set to **80 degree**, there are **two units in the ballroom, one in the parlor and one in the sunroom**. ***Failure to comply will result in a reduction of the security deposit refund.***
14. All tables are to be cleaned and returned to the storage area and placed in the correct bins.
15. Ice scoops should be left on top of the ice machine and not in it.
16. Chairs are to be placed exactly like they were found. It is a good idea to take photos of the club so that chairs and tables can be put back exactly as they were found. *The chairs with the large opening are to be stacked 10 high and the ones with the small opening 8 high, put against the women's restroom wall, with the chair dollies and all leg covers attached.*
17. Lock all doors, front, at the ramp, behind the stage and kitchen.
18. **NO SMOKING ALLOWED IN THE BUILDING.**

The undersigned lessee understands the above house rules and agrees that failure to comply with any of these rules will result in loss of rental security deposit.

Lessee signature \_\_\_\_\_ Date: \_\_\_\_\_

Lessor signature \_\_\_\_\_ Date: \_\_\_\_\_

**WE APPRECIATE YOUR BUSINESS AND THANK YOU FOR TREATING OUR CLUBHOUSE WITH RESPECT.**

Please help us promote our venue by posting pictures to our fb page:

<https://www.facebook.com/Womans-Club-of-Starke-142501369662504/>

and our website: <https://womansclubofstarke.com/>

Adopted by the Executive Board, Woman's Club of Starke, May 30, 2015

Revised per House Committee, Woman's Club of Starke, September 10, 2018