

SOUTH END ROWING CLUB

CLUB RENTAL GUIDELINES

RENTAL PHILOSOPHY

The South End Rowing Club's primary goal is to serve its members. Rentals put a significant amount of wear and tear on the Club and require a lot of time and energy from its volunteer members. Therefore, facilities rentals are permitted mostly as a favor to members. Rentals are not intended to be a significant revenue generator for the Club, nor made on a regular basis.

FIRST STEPS

1. **Rental rules and prices changed in January 2009. Please READ these guidelines and the accompanying Rental Agreement in their entirety before taking any other steps.**
2. Check the Club Calendar for availability at http://calendar.yahoo.com/serc_general.
3. Contact the Club Entertainment Commissioner (sercparty@gmail.com) to discuss proposed event and available dates. Current Commissioners are listed on the Club website at www.south-end.org.

BEFORE THE EVENT

1. Members of the South End Rowing Club ("Club") in good standing for at least one year may rent the cookshack, bar area, and/or dayroom. **The club dock/pier, upper boathouse, and lower boathouse are not available for rentals** and are not to be considered part of the rental areas.
2. "Club events" are events sanctioned in advance by the board (such as the annual St. Patrick's Party, Holiday Party, Thursday Boat Nights, Friday Happy Hours, and planned rowing, swimming, handball, and running events). They are on the Club calendar in the Day Room as well as online at http://calendar.yahoo.com/serc_general. Club events are not considered rentals.
3. An event is considered a rental when a) it is not a "Club event" (see above), b) 10 or more South Enders are present, or c) 5 or more non-members are present.
4. Guests attending Club events, or events for which the Club has been rented, are **exempt** from paying the \$6.50 day-use fee.
5. **Only SERC members may rent the club's facilities. A SERC member may rent the club only for their own personal function. A member may not rent the club on behalf of a non-member.**
6. **The Club typically is not available for rentals on Thursday or Friday evenings, or during any planned Club events.**
7. Liability insurance must be provided in the minimum amount of \$1,000,000.00 (one million dollars) in an "Additional Insured Special Event Endorsement" form from your insurance company. Renter's and home insurance plans often offer this at no charge or at a nominal charge.
8. A signed Rental Agreement, signed Rental Guidelines, proof of insurance liability, and all applicable fees must be completed and submitted at least two months prior to event date for rental requests to be considered and added to the Club calendar.
9. An **in-person walk-through** of the club with the Entertainment Commissioner or Club manager must be conducted at the club at least 4 weeks prior to the event.
10. Renter must be present at the Club during the entire rental, including set up and clean up time.
11. Setup and cleanup for the event must fall within the agreed upon time frame of the rental.

DURING THE EVENT

1. **Cook shack/bar rentals are limited to 100 guests (cook shack maximum capacity is 75). Dayroom-only rentals are limited to 35 guests.**
2. A **security guard must be present** during the entire event, including setup and cleanup.
3. **Decorations, lighting, etc. must be agreed upon** before the event, removed after the event, and must not obstruct EXIT doors. Glitter, confetti, other hard-to-clean decorations are prohibited.
4. Music volume may not be set at an objectionable level. The security person makes the determination as to what is an acceptable volume level of music.
5. Club utensils, plates, cups, etc. are not available for use for non-Club events. Please bring these items (or have your caterer bring them), and remove them all when done.

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AFTER THE EVENT

1. If no damage is done to the Club and no cleaning is required, the deposit will be returned.
2. Trash must be bagged and put in dumpster; recyclables must be put in blue bin; compost must be put in green bin. The non-refundable \$90.00 garbage/recycling fee pays for pickup.
3. **Parties must vacate the Club no later than midnight (12:00 a.m.)** the night of the event.
4. Failure to comply with the conditions for use of the Club shall be deemed a material breach of this agreement and may result in a \$1,000.00 fine, forfeiture of entire deposit, loss of Club rental privileges, and other remedies the Club may elect to impose.

GENERAL CLUB RENTAL RULES

1. **Smoking is strictly prohibited on Club premises, including the building, grounds, decks, dock, beaches, etc.** Smoking is permitted on the public street in front of the Club, but remnants must be completely extinguished and thrown away.
2. **Open flames of any kind, including candles, are strictly prohibited** inside the Club and its premises (see above).
3. **Boats may not be touched or moved, nor anything placed inside or on top of them.**
4. **Handball courts may not be entered.**
5. **Rented spaces must be swept and cleaned at the end of the event.** All used surfaces must be washed down, dishes washed, and refrigerator left empty.
6. **During rental events, normal Club use will proceed** and will be respected; i.e., swimmers may pass through in their swimsuits and rowers may pull boats in and out of the Club during rental events. "Private events" may not be entirely "private" for this reason.
7. **Club members are not allowed to participate in (a.k.a. 'crash') rental events unless they are invited by the host(s) to participate.**
8. Ticket and liquor sales are prohibited.
9. Threatening and abhorrent behavior, including but not limited to physical violence, verbal threats and abuse, and destruction of Club property, will result in immediate expulsion of the perpetrator, and may result in shutting down the event and/or loss of security deposit.

CANCELLATIONS/REFUNDS

Cancellations must be made at least one week in advance of the event date for a full deposit refund.

MEMBER RENTAL FEES*:

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|---------------------------------|--------------------|
| Cookshack/Bar | \$600.00 |
| Day Room | \$400.00 |
| Security Deposit (required): | \$500.00 |
| Security Guard (required): | \$30.00/hour |
| Garbage/Recycling (required): | \$90.00 |
| Liability Insurance (required): | per your insurance |

Standard rentals are for 8 hours, including set-up and clean-up time. Additional time will incur additional fees (see Rental Agreement). Members in good standing who have volunteered significantly to help with club events may petition the board for lower rates.

*The security fee must be given to the designated security guard directly. All other fees, e.g., the rental fee and security deposit, must be submitted at least 2 MONTHS PRIOR TO EVENT DATE and should be combined into one **check made out to "SERC"** and sent to:

Kim Pross, Office Manager, South End Rowing Club, 500 Jefferson St. SF CA 94109

I have read and understand all of the above Rental Guidelines.

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Signature of Renter (REQUIRED): _____ Date _____