



## **RENTAL RULES FOR USE OF THE MIRA MESA SENIOR CENTER (MMSC)**

1. A "Request for Use of the MMSC" form shall be filed with the MMSC. If the requested space is available on the date and time indicated on the request form, you will be contacted to sign a "Rental Agreement" and submit the required deposit.
2. **The person signing the "Rental Agreement" shall assume responsibility for the conduct of all attendees and returning the Center and its equipment to the Mira Mesa Senior Center Management (MMSCM) in good order. The Center is our community asset, please keep it in good condition during the event.** Should any breakage or other damage occur, the individual signing the "Rental Agreement" shall be responsible for all repairs necessary. Repair shall be made under the direction of the San Diego Department of Parks and Recreation.
3. It is the responsibility of the person signing the "Rental Agreement" to notify the MMSCM immediately of rental cancellation or need to reschedule. For cancellation, the Cleaning Fee will be refunded but the ***Rental Fee Deposit will NOT be refunded if the cancellation is within 15 days of the reservation date.*** Full refund of rental deposit (cleaning and rental fee) when cancel 16 to 30 days prior to the event.
4. The Center will be open 15 minutes prior to the rental time period. **All set-up/breakdown (table and chairs must be returned to its original place after the event) and decorating for the event must be completed within the designated rental time period.** To prevent damage to the Center's walls, **no decorations shall be nailed to the walls either inside of or outside the Center. Tables and chairs must be lifted, not drag across the floor.** The use of furniture or equipment that is not supplied by the Center must be approved in advance and should be reviewed prior to signing the "Rental Agreement."
5. **In accordance with the laws of the City of San Diego, the Center is a smoke-and alcohol-free building.** Should a renter wish to provide alcohol service at their event, they must obtain permission from the City of San Diego Parks and Recreation Department, request and receive an Alcohol Beverage Control permit from the State of California, and provide proof of insurance coverage as required by the City of San Diego. The Center is a publically owned building, and smoking is permitted only outside of the building, and 20 feet or more from the entrances as governed by the California Government Code, Sections 7596-7598.
6. As indicated in the City " San Diego Municipal Code, the Center may NOT be used for the purpose of working or campaigning for any public office. Candidate forums, debates, or similar events are allowed.
7. No furnishing or equipment of the Center may be removed from the building without prior written approval of the MMSCM.
8. The MMSCM shall not be held responsible for any property left in the building or on the premises after the end of the rental period. The MMSCM cannot be held responsible for any lost or stolen property.
9. Compliance with the foregoing rules is a requirement of the "Rental Agreement" signed by the renter for use of the Center. Violations are cause for immediate termination of the agreement and for removal from the Center without refund of fees paid.

**By signing below, you acknowledge that you have received and reviewed the "Rental Rules for Use of the Use of the Mira Mesa Senior Center" and agree to abide by them.**

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **GUIDELINES FOR USE OF KITCHEN AND TRASH COLLECTIONS**

(An addendum To the Rules for the Use of the Mira Mesa Senior Center)

1. The Mira Mesa Senior Center (MMSC) Kitchen is approved for the unpacking and warming of previously prepared food items. The County of San Diego has NOT certified the kitchen for food preparation (chopping, etc.) or cooking.
2. All Kitchen equipment used by renters (countertops, sinks, refrigerator, stove, ovens, microwave, etc.) shall be cleaned after use. Paper towels, a sponge, and kitchen dish soap will be provided by the MMSC. Any other cleaning tools or equipment must be provided by the renter.
3. The Kitchen sink is not equipped with a garbage disposal. **NO FOOD MATTER OR OTHER TRASH SHOULD BE DISPOSED OF IN THE SINK.** If you use grease or oil in the heating of food, it must be brought home for disposal. Please dispose of coffee grounds and filter in the trash receptacles.
4. **The Kitchen does not provide cooking utensils, plates, cups, silverware, serving dishes, towels, pot holders or ice chests. These items should be supplied by the renter.**
5. **All trash should be placed in the provided trash receptacles inside the building. Renters should be responsible to empty the trash can and place full trash bags in the dumpster outside the building.**
6. **Trash cans and trash bags will be provided.**
7. The Mira Mesa Senior Center recycles! We ask that cans and water bottles be placed in the designated receptacle. We will sort those items and place them in the appropriate container for future recycling.
8. Renter may use the refrigerator for food storage during the event but should remove those items after the end of the rental period. Mira Mesa Senior Center Management will not be responsible for food items left in the Kitchen refrigerator.
9. Compliance with the foregoing guidelines is a requirement of the "Rental Agreement" signed by the renter for use of the Center.

**By signing below, you acknowledge that you have received and reviewed the "Addendum to the Rules for the Use of the Mira Mesa Senior Center" and agree to abide by them.**

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_