

The Jordanian American Association Hall Rental Agreement

This agreement is for renting the JAA hall on _____ by _____.

from: _____ to _____ and is subject to the following terms:

1. The Renter agrees to pay \$_____ for rental of the center during the date and times designated above.
2. Renter agrees to pay a security deposit in the amount of 50% of the rental fee to reserve the center on the designated date. Cancellations may be made any time up to 72 hours prior to the event with no penalty. Any cancellations made within 72 hours prior to the event will result in a forfeiture of the security deposit.
3. Renter agrees it is their responsibility to make sure the center is left clean and orderly after the event. All rooms must be cleaned and left in the same condition as when renter took possession. This includes the kitchen, side rooms, restrooms and hallways. The renter has the option to have the JAA clean the center for an additional \$150 cleaning fee.
4. Renter will carry insurance in the amount of \$1,000,000 for the event being held at the center naming the JAA as additional insured and covering the center.
5. Renter will comply with all laws and regulations of the city of South San Francisco and the State of California with regards to alcohol consumption and obtain any necessary permits to serve alcohol.
6. Renter must be at least 21 years of age.
7. The person signing the form will be considered the responsible party in case of damage, theft, disturbance or failure to observe all designated rules.
8. All minors must have adequate adult supervision.
9. Renter acknowledges that the maximum capacity of the center is 78 persons and agrees the number of their attendees will not exceed that capacity.
10. A representative(s) of the JAA will be on duty at the CENTER all the time, and will walk the renters throughout the Open and Close procedure .
11. The renter agrees NOT to move any **Pictures, Painting or Furniture** without the JAA approval.

THINGS NOT CONSIDERED NORMAL WEAR & TEAR

These things are not considered normal wear and tear and the Renter could possibly be billed for these. These include but are not limited to:

- Dirty rooms (not swept)
- Trash left in the rooms
- Holes in the walls
- Painting on walls
- Stained or ripped Chairs
- Adhesive left behind on walls, windows, doors or furniture from duct tape or poster putty
- Furniture not in room when you checked out
- Damages to blinds or shades
- Damages on walls caused by tape or other adhesives

These above items are examples of damages. They will be referenced against the original agreement and any discrepancies will be noted and billed to the renters.

Home Closing Procedures

Fold all the tables and move to the storage area	YES / NO	Clean the Hall, Saloon, Hallway, Bathrooms, stairs and take garbage out.	YES / NO
Stack all the chairs against the wall.	YES / NO	Clean all the kitchen tools and equipments, store in proper area.	YES / NO
Make sure the coffee machine is off.	YES / NO	Make sure stove and oven are off.	YES / NO
Clean the outside (smoking) area and stack the chairs.	YES / NO	Close all the windows.	YES / NO
TV, Sound System, and fans are off.	YES / NO	Make sure the lights are off (Except the hallway, on timer)	YES / NO
The Fire Escape ladder is UP	YES / NO	Lock the front door.	YES / NO
Refundable Security Deposit \$_____	YES / NO		

RENTER

JAA REPRESENTATIVE

Name _____

Name _____

Signature _____

Signature _____