

April 6, 2015

Rules & Regulations for Reservations and Use of NVC Memorial Hall Facilities and Equipment

Facilities are: Auditorium/Gym, Kitchen, Meeting Rooms (Lefty's Room, Forced Incarceration Room & Medal of Honor) (hereafter collectively referred to as "facilities"). Equipment includes: chairs, tables, and sports equipment (hereafter collectively referred to as "equipment").

Reservation for Use of Facilities

Any group wishing to use the NVC facilities must submit a reservation form to Susan Uyeji to reserve times and dates for use of the facilities. For weekly and monthly users, reservations will be done on a semi-annual basis and a form must be submitted at least 30 days before the calendar quarter being requested begins. Any prior authorization can be preempted by a NVC/F function. Weekly or regular events can be preempted by, annual events, or one-time only events.

Failure of Renter to comply with these rules and regulations shall result in denial of the use of the NVC Memorial Hall's facilities and equipment. Renters shall be responsible for all losses, damages, injuries, claims, or expenses related to the usage of the Facilities and Equipment except where attributable to gross neglect by the NVC. Renter agrees to indemnify and hold the NVC Memorial Hall, its officers, staff, volunteers and its affiliated organizations harmless from and against any and all claims, suits actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the above listed usage of the NVC Memorial Hall's facilities and equipment.

Responsibilities of Renters:

- 1) Renters shall be responsible for security of the premises during the period of use. If any outside door is not visible to the users at all times, then those doors must be kept closed and locked to prevent unauthorized entrance. Doors should only be opened as needed.
- 2) The safety and health of participants in the facilities during the period of use shall be ensured by the Lessee.
- 3) Renters and its users/guests shall refrain from any practices or activities that may be detrimental to others.
- 4) Renter's guests/users shall wear athletic shoes when participating in sports activities.
- 5) Renters shall wipe up any spills on the floor immediately. Clean any sticky areas with a damp towel, sponge or a well rung out damp mop.
- 6) All activities shall end by **10:00 p.m.** Special permission to extend use beyond 10:00 p.m. shall be requested in advance and permission may be granted by the designated NVC volunteer.
- 7) Renters shall not use the facilities beyond the agreed upon time period.
- 8) Renters shall be responsible for cleaning, locking, and securing the facilities after use. Refer to the appropriate checklist(s) shown below.
- 9) Renters shall be financially responsible for all damage/destruction to the facilities beyond normal wear and tear. Damage/destruction to the facilities must be reported to Susan Uyeji by the next working day.
- 10) Renters shall notify Susan Uyeji whenever the reserved time cannot be used.

Use of Equipment

- 1) Renter shall be financially responsible for all damage/destruction beyond normal wear and tear of the equipment.
- 2) Renter shall report all damage/destruction of equipment to the NVC office by the next working day.
- 3) Renter shall not remove equipment from the facility without permission from the Nisei Veterans Committee's Hall Management Committee (HMC) . Additional fees may be applicable.
 - a) For approved off-site usage, Lessee shall verify the return of equipment with the NVC office.

Usage Fees:

All payments or donations shall be placed in envelopes specifically labeled "For Usage Fee" along with the Renter's NAME and DATE OF USE, and shall be deposited to Susan Uyeji.

CHECKLIST FOR CLEANING, LOCKING & SECURING FACILITIES

ALL USERS:

1. Sweep floors and damp mop any food/drink spills.
2. All garbage should be bagged and removed from premises, particularly if food is served or provided.
3. Return tables and chairs (or other equipment) to original locations.
4. Close and lock inside doors.
5. Lock outside door.
6. Turn off all lights, including men's and women's restrooms.

AUDITORIUM/GYM USERS:

1. Damp mop food & drink spills as well as areas where food is served.
2. Turn off all lights.
3. Dust mop floor. Shake out mop before storing.
4. All renters (one time and weekly) are responsible for removing their own trash/recycle from the premises.

KITCHEN/DINING ROOM USERS:

1. Wet mop any sticky areas
2. Double-check that all ovens are empty and turned off.
3. Wash, dry and put away all utensils, cutting boards, pots/pans etc. returning them to original location.
4. If open, turn off light in pantry, close and lock the pantry door.
5. Bag all trash – kitchen users are responsible for removing their own trash/recycle from the premises.
6. Close and lock inside door to kitchen
7. Turn off all lights.

Please sign when you have completed the checklist.

Signature: _____ Date _____

THANK YOU for keeping the facilities of the NVC Memorial Hall secure and safe for all users!

NVC HMC Form D (5-6-08)