

**Diamond A Recreation Association  
Recreation Center Rental Agreement  
Rental Application**

Date of Event \_\_\_\_\_ Hours \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Type of Event \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Will all attendees be REC members? \_\_\_\_\_

Will alcohol be served at your event? \_\_\_\_\_

Total number of people attending (including adults, if this is a children's party) \_\_\_\_\_

**The items outlined on the following pages are required to secure your reservations**  
**Application Form \_\_\_\_\_ Rental Fee \_\_\_\_\_ Damage Deposit \_\_\_\_\_ Liability Insurance \_\_\_\_\_**

**Send to:**  
**Janet Nusbaum**  
**18950 Sweet William Court**  
**Sonoma, CA 95476**  
**email: [janetnusbaum@gmail.com](mailto:janetnusbaum@gmail.com)**  
**cell: 415.515.2363**

**I have read and understand all The Rec Center rental rules on the following three pages and agree to the terms of the rental.**

**Signature of Responsible Party (must be a Rec member) \_\_\_\_\_**

**Date \_\_\_\_\_**

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**Calendar Chairman Use:** Rental Fee \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_  
Copy of Liability Insurance \_\_\_\_\_ Final inspection \_\_\_\_\_ Keys Returned \_\_\_\_\_  
Damage Deposit Returned \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

**DIAMOND A RECREATION ASSOCIATION REC CENTER RENTAL POLICY**

You must be a member to reserve/rent the facility. A Rec Member must be present during the **entire** event.

### Rental Fees

Participants	# of People	Rental Fees*	Damage Deposit**
Members + Guests	<26	\$125.00	\$200.00
Members + Guests	26-50	\$250.00	\$200.00
Members + Guests	51-100	\$500.00	\$200.00
Members + Guests	101>	\$1,000.00	\$200.00

\* Cleaning fees are included in the rental fee.

\*\*The damage deposit is refundable and will be returned after the event, provided there has been no damage to the facility or its contents. You will be billed for any damage in excess of \$200.

\*\* Member must remove excess garbage for parties over 25 people, or for children's parties, where there is a lot of party packaging. If garbage/recycling is not removed, the damage deposit will not be returned in full.

### Liability Insurance

Liability insurance is required for:

- All events where alcohol is consumed
- Any event over 25 people
- Any event where some guests are not Rec members
- Any event sponsored by an outside organization

Certificate of Liability for \$1,000,000 with the Diamond A Recreation Association as the additionally insured.

To obtain

- Contact your insurance carrier and request.
- If they cannot provide coverage:  
Contact <https://www.theeventhelper.com> for a 1(one) day rider from North Bay Insurance. Follow the steps on the link for the certificate and cost. Cost is based on the number of people attending the event. They accept credit cards and checks.

## Rental Policies

- The Recreation Center may be used by all members while the facility is rented for an event.
- The Pool/Club House will not be rented more than once on a weekend.
- The Pool/Club House will not be rented more than twice per month during the summer season (May through October).
- The facility is not available for rental on holiday weekends.
- Please post a sign for your event.
- Your facility deposit holds your reservation. This is refundable up to two weeks prior to the rental date.
- The rental fee is due 30 days prior to the event. This will secure your date.
- **Checks should be made payable to Diamond A Recreation Association.**
- If needed the keys may be obtained from Janet Nusbaum (tel 415.515.2363) Calendar Chairman.

## Rules

- Note again: **THE RECREATION CENTER IS OPEN TO MEMBERS AT ALL TIMES.** Members cannot be excluded during your event.
- There is no supervision provided by the Rec. You are responsible for all actions and their consequences for any member of your party.
- No person under the age of 21 is allowed to consume alcoholic beverages on Diamond A Recreation Association premises.
- Any member wishing to bring 10 or more people to the pool as guests must submit a rental agreement.
- Absolutely **NO DIVING.**
- A tennis court may be reserved through the Diamond A website.  
<http://diamondasonoma.com/tennis.html>  
Tennis shoes are required-no black soled shoes. Additional deposit required.

## Cleaning

### Meeting Room

1. Clean sink: wipe off counter tops ,tables,and appliances. Supplies and cleansers are under the sink; or in cabinets to the right of the refrigerator. Mops and brooms in trash can area.
2. Empty refrigerator(s) and oven of any items you brought.
3. Fold up chairs and tables and return any that were removed from storage back to storage.
4. Dump trash into garbage cans and reline wastebaskets.
5. Make sure stove, oven and heaters are off.
6. Lower blinds, lock windows and doors.

### Bathrooms

1. Pick up room. Empty trash cans into outside cans and reline wastebaskets.
2. Wipe down all floors if they are wet.
3. Replace toilet paper/paper towels, if needed.
4. Lights off and lock doors (the button on the inside of the door handles).

Pool Area

1. Clean up and sweep. Hose down any sticky areas-sweeping to drain or lawn areas.
2. Replace all outdoor furniture as you found it and lower umbrellas.
3. All recycling into blue can. Trash in grey can. Empty and reline trash can by the Tennis Courts (if used) **You must leave cans at least half empty. If needed, remove your garbage and recycling.**
4. All lights OFF.
5. **PLEASE REMOVE ANY SIGNS POSTED ALONG THE ROAD.**

**Damage deposit returned upon satisfactory inspection of premises and return of keys.**

Please return keys to Janet Nusbaum 18950 Sweet William Court.

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**Please keep a copy of this contract for your reference.**