



# Sudden Valley Community Association Facility Rental Application

*for single-day events*

## Applicant Information

Organization Name: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Activity Information

What SVCA spaces do you want to rent?

### **Community Center**

- Lobby
- Multi-Purp. Room A
- Multi-Purp. Room B
- Game Room
- Sunshine Room
- Dance Barn

### **Shelters & Sports Facilities**

- Community Center Shelter
- AM/PM Beach Shelter
- Marina Park Shelter
- Marina Tennis Courts
- Community Center Tennis Courts
- Community Center Sports Field

### **Pools**

- Main Pool  
(Non-Exclusive)
- Quiet Pool  
(Exclusive)

### **Other**

- Adult Center  
Meeting  
Space

**For rental prices, please see  
<https://suddenvalley.com/rentals/>**

Program or Event Name: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Time of Rental (including setup & clean-up): \_\_\_\_\_ to \_\_\_\_\_

Will your event have promotional advertising?

- No     Yes (If so, please read agreement on back of page & attach all promotional materials)

### **Check all that apply to your event:**

- Serve food or have catering
- Amplified sound
- Ask for charitable donations
- Use of kitchen (For Dance Barn Rentals Only)
- Charge for Participation (at the event or offsite)

**Continue to the next page**

# Activity Information (Continued)

## Additional Information & Event Description

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**General Rules:** Members & Guests are to be respectful to one another. No running, rough-housing, or bouncing balls in the facility. No Smoking or vaping inside the facility. No obscene, loud, abusive, or inappropriate language or behavior. Loitering, gang paraphernalia, gambling, firearms, explosives, knives, or other weapons are prohibited within the facility & its property. Fighting is prohibited. Shirt, pants, & shoes must always be worn inside the facility. SVCA is not responsible for stolen property. SVCA reserves the right to deny further use of all facilities to any individual who violates center rules, policies, regulations, guidelines, or procedures. Other rules and regulations may be posted throughout the facility, and when posted apply to all users.

**Minor Policy:** All minors aged 11 or younger must always be under the direct and constant supervision of a parent/legal guardian when inside the Community Center. Minors aged 12 or 13 may use the Community Center rooms (not including the dance barn & fitness center) not under direct & constant parent/guardian supervision only when they have a parent/legal guardian in the building. Minors aged 14 & older may use the community center rooms without a parent/legal guardian in the building. Minors without direct adult supervision may not be in any rooms with the doors closed and may be regularly checked on by the Staff on duty.

**Cancellation Policy:** Please provide SVCA with ample notice for cancellations. Refunds require 1-week notice for Dance Barn rentals and 24-hour notice for other room rentals.

**Agreement:** The responsible party named on this form and its representatives agree to: a) abide by all rules and regulations governing the use of buildings and grounds of Sudden Valley Community Association (“SVCA or Association”); b) Indemnify and hold harmless Sudden Valley Community Association against any and all claims for damages, compensation, or otherwise on the part of any members of the rental group or person using the facility while being rented by the rental group; c) Reimburse or make payment for any loss or damage for any cost that SVCA may have to pay for any litigation arising on the account of any claims made by any person while such facilities are being rented by the rental group. Any promotional material will clearly state: “This facility use is in no way connected to or reflective of the mission or beliefs of the Sudden Valley Community Association”. The organization’s representative, by signing this agreement, is acknowledging he/she/they has read this entire document, and fully understands and agrees to abide by all restrictions, requirements, rules and regulations. **LIABILITY INSURANCE MAY BE REQUIRED** Minimum of \$1 Million coverage. Certificate of Liability Insurance must include a) SVCA as additional insured on policy for the time period of the event and b) an endorsement verifying that change.

Responsible Party Printed Name: \_\_\_\_\_

Responsible Party Signature: \_\_\_\_\_

Today’s Date: \_\_\_\_\_

**Please email this form to [office@suddenvalley.com](mailto:office@suddenvalley.com) or bring it to the SVCA Welcome Center or the SVCA Community Center.**

*Once submitted, a response regarding your application can take up to 5 business days.*

# For SVCA Staff Use

## Pre-Event

Date Application Received: \_\_\_\_\_

Cost of Rental \_\_\_\_\_ + Cleaning Deposit \_\_\_\_\_ = Total \_\_\_\_\_

Date of Payment \_\_\_\_\_

Calendar Time Conflicts?  No  Yes (if yes, please explain below.)

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Proof of Insurance Required?  Yes  No

Date Proof of Insurance Received & Attached \_\_\_\_\_

### For Events with Marketing Materials Attached

Do the marketing materials follow our guidelines?  Yes  No (if no, please explain below)

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Event Approved

Event Denied \_\_\_\_\_

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

Date Primary Contact was Notified of Decision: \_\_\_\_\_

## Post-Event

Check-Out List completed by renter & turned in?  Yes  No

Check-out List completed by staff & attached to this sheet.

Qualified for cleaning deposit refund?  Yes  Partial (\$\_\_\_\_\_)  No

Cleaning Deposit Submittal Date \_\_\_\_\_  Cleaning Deposit Refunded

Rental Process Complete!