

Hill Harbison House, Inc.

1841 Alhambra Road, San Marino, California 91108 ❖ www.hillharbison.org

APPLICATION AND AGREEMENT FOR FACILITY USE

APPLICANT INFORMATION

The undersigned (the "Renter") hereby applies for permission to rent or use meeting room space at Hill Harbison House ("HHH") for one time use or ongoing use as indicated below.

Name of Organization or Individual Renter: _____ Non Profit For Profit
 GS Troop Number (if applicable): _____ Are you registered with GSGLA? yes no
 Contact Person: _____ Home Phone: _____
 Address: _____ Cell Phone: _____
 _____ Email: _____
 Alternate Contact: _____ Home Phone: _____
 Address: _____ Cell Phone: _____
 _____ Email: _____

EVENT INFORMATION

Time of Event: _____ am pm to: _____ am pm (includes setup and cleanup)
 Date(s) of Event (Regular Renters must list each date individually): _____

Purpose of Meeting: _____ Approximate Attendance: _____

Room(s) Requested (check all that apply):

Green Room Fastnow Room Lounge Durant Kitchen Kitchenette Lawn/Firepit

RENTAL FEES AND DEPOSITS

Renter agrees to pay the following fees due upon signing this Agreement. Cleaning services are not included in the fees and remain the responsibility of the Renter. HHH may retain Renter's Security Deposit and deduct any expenses relating to Renter's misuse of the facilities.

	Fee	Date Paid	Date Returned
Rental Fee	\$ _____	_____	N/A
Security Deposit	\$ _____	_____	_____

Liability: Renter agrees to indemnify and hold HHH, its officers, directors and employees harmless from all liability, loss, or damage in connection with or arising from Renter's use of the facilities or any nuisance made or suffered on the facilities by Renter, his/her family, friends, relatives, invitees, visitors, agents or servants or from any carelessness, neglect, or improper conduct of any such persons. HHH shall not be liable for any personal injury or damage to or loss of property of any kind while such property is located on any portion of HHH.

No director or officer of HHH shall be personally liable to anyone under any term, condition, covenant, obligation, or agreement expressed herein or implied hereunder or for any claim of damage or cause of action at law or in equity arising out of the occupancy of the HHH premises, the use or maintenance of the HHH, and its grounds, approaches and appurtenances.

I have received, read, and understand the HHH Use Policies and Exit Checklist. I understand that I am responsible for operating the security system at HHH and that I am responsible for any false alarm fees charged by the San Marino Police Department. I am aware that video surveillance cameras operate at HHH.

RENTER _____ DATE _____

HHH BOARD MEMBER _____ DATE _____

HHH Use	Key Number _____	Issue Date: _____	Return Date: _____
	Alarm Code _____	List Date: _____	De-list Date: _____

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USE POLICIES

ROOM RENTAL INFORMATION

See Room Rental Information on the HHH website for additional information regarding the facility, rental rates, and procedures.

HOUSE ENTRY/EXIT

You must have a key and security code to enter HHH. You may enter and exit HHH *only* through the door to the Lounge. Once inside, you may open all other doors without a key from the inside.

Regular Renters of the facility will be issued a key upon payment of a security deposit. All other Renters may obtain a key to HHH from the San Marino Police Department ("SMPD") located at 2200 Huntington Drive in San Marino by showing a signed copy of this agreement along with a photo ID. The key must be returned to SMPD immediately after use.

SECURITY SYSTEM

A security alarm is installed at HHH. You must obtain a security code and learn the steps required to disarm the security system before entering HHH. A House Operator (listed below) will assign a four-digit security code to each Renter, which code will be registered to the Renter's name (including the contact person and alternate contact) with the alarm company. If a false alarm occurs, the name and security code given to the alarm company by Renter must match alarm company records before the alarm will be cancelled.

Entry: Upon opening the entry door, a tone will indicate that the security system is armed. If so, you will have 60 seconds to enter your four-digit security code and press the "ON/OFF" button on the off-white security keypad located near the door. If you do not successfully do so, the alarm will sound.

Exit: When leaving HHH, confirm that no one remains inside and then close and lock all five exterior doors (while the entry door locks automatically when closed, the latch on the door in the Durant Kitchen to the side yard must be locked by hand). Shut all windows securely and close all seven interior doors.

If the security keypad window displays "System Ready," set the alarm by entering your four-digit security code and pressing the "ON/OFF" button (if "System Ready" does not appear, the keypad window will indicate where any problem remains; correct the problem until "System Ready" appears). Leave HHH and securely close the entry door within 60 seconds.

False Alarms: The police will respond if you do not immediately report a false alarm to the alarm company. If you set off the alarm by mistake, call the alarm company's central station at 1-800-831-4349 with your name, the Acct No: L99-2012, your security code, and your phone number (626-284-4023, if using the Office phone).

After reporting the false alarm, return to the security keypad and press the "Reset" button. *If you fail to report a false alarm, you will lose your security deposit and you will be charged a false alarm fee by SMPD.*

Emergency Panic Button: Press "9" and the asterisk (*) key on the security keypad for direct contact with SMPD.

FIRE ALARM SYSTEM

When triggered, the fire alarm system will *automatically* contact the San Marino Fire Department. If you set off the fire alarm by mistake, do the following:

- Stop the horn and strobe lights by pressing the "silence" button and then the numbers "1234" on the red fire alarm keypad near the entry door;
- Call the alarm company's central station at 1-800-831-4349 to report the false alarm with your name, the account no L99-8006, and your telephone number (626-284-4023, if using the Office phone).
- On the fire alarm system control panel, press "Reset" and "1234" on the keypad.

VIDEO SURVEILLANCE SYSTEM

A video surveillance system (no audio) operates continuously at HHH. There are no cameras in the bathrooms or Kitchenette/Office area. Video images will be reviewed if there are allegations or evidence of poor housekeeping, vandalism or improper conduct at HHH, or damage to HHH.

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RETURN OF SECURITY DEPOSIT

Security Deposits of Regular Renters will be returned (minus any charges for cleaning and/or repair of damages) when the Renter returns the key to HHH at the end of use. One-time users must return the key after use and submit a completed Exit Checklist as instructed by a House Operator. A House Operator will inspect the condition of HHH before returning the Security Deposit.

GENERAL

- Thermostats are located in the Lounge (also controlling the Durant Kitchen and Kitchenette) and Fastnow Room (also controlling the Green Room). Each thermostat is on a timer; turn the dial to the number of hours desired.
- No event held at HHH may be open to the public.
- Contact person or Alternate contact person must be present during rental.
- No smoking or alcohol permitted.
- You may use tables and chairs located at HHH; return to storage area after use.
- Supervise children at all times.
- Do not use nails, thumbtacks, tape, putty, staples or any other object that may cause a mark on any interior or exterior wall of HHH.
- You are responsible for cleaning your HHH meeting room according to the Exit Checklist attached; if you fail to do so, you may be required to pay a cleaning fee.
- The Board of HHH reserves the right to refuse any request for use of HHH.
- Parking is permitted in front of HHH on Alhambra Road or behind HHH in the San Marino Community Church parking lot, where handicapped parking is located. There is no overnight street parking.
- HHH is located in a residential neighborhood; be respectful of our neighbors.
- At any given time, there may be more than one group using HHH. Use the room that you have reserved and resolve any conflicts ahead of your use.
- You must comply with all laws regarding your intended use of HHH.
- Report any problems or unusual events to a House Operator.

Violation of any of these policies will result in loss of Security Deposit and possible fine.

HOUSE OPERATORS:	
Anna Altmark Cell: 626-201-4426 Email: Ann1210A@aol.com	Gretchen Shepherd Romey Ph: 626-282-3313 Cell: 626-260-2633 Email: gmshepherd@earthlink.net
Debra Spaulding Ph: 626-284-1443 Cell: 626-260-4499 Email: dspaulding@socal.rr.com	Kelly Manning Ph: 626-282-6413 Cell: 626-808-5808 Email: kellymanning.hhh@gmail.com

Hill-Harbison House EXIT CHECKLIST

- _____ Wipe surfaces, sweep floors and vacuum rug.
- _____ Fold and neatly stack chairs and tables in the appropriate racks.
- _____ Combine trash into one trash bag (more if necessary), tie bag, and place it *INSIDE* DUMPSTER located in the enclosure by back gate (enter enclosure from front or Church lot side).
- _____ Flush all toilets and check that all faucets are turned off.
- _____ Check that all stove burners and ovens are turned off.
- _____ Turn off thermostat timers (located in Fastnow Room and Lounge) and lights (if manually turned on; overhead lights in Lounge and Kitchen should remain on “automatic” setting).
- _____ Close all windows and all 7 interior doors, securely close all 5 exterior doors (while the entry door locks automatically when closed, the latch on the door in the Durant Kitchen to the side yard must be locked by hand).
- _____ Set Security Alarm:
 - Confirm no one remains in HHH;
 - Confirm “System Ready” is displayed on the security keypad; if it does not appear, keypad will indicate where problem remains; correct the problem until “System Ready” appears;
 - Enter your four-digit code on the keypad;
 - Press the ON/OFF button on the keypad;
 - Within 60 seconds, exit and close door to Lounge.

_____ Initial when completed and return key to obtain security deposit.

IF YOU FAIL TO FOLLOW THESE PROCEDURES, YOU MAY FORFEIT YOUR SECURITY DEPOSIT AND LOSE ACCESS TO HHH.