

Bridge Center Use and Scheduling Policy

When the Bridge Center is not being used for a regularly-scheduled club game or unit-sponsored event, it may be scheduled on a first come first served basis. The organizer of every scheduled event is expected to pay a usage fee to the Unit. These events will hereafter be referred to as Uses.

1. Types of Uses

- A Member Use is a request by a Unit member for a personal party or meeting with 10 or more people. Examples are birthday parties for a member's immediate family.
- A Non-Member Use is any event requested by a non-member of our unit. A Unit member must act as the sponsor, be present at the event, and is responsible for turning off lights and locking up if necessary.

2. Fees

Rates currently in effect are published in the Fee Schedule on the PaloAltoBridge.com website. If the event is not listed on the fee schedule, or if the event will last more than 4 hours, payment may be negotiated with the Unit Board.

Non-member uses require a refundable deposit of \$150 that may be used to cover any necessary cleanup, repairs or replacement of missing equipment, or any other costs incurred by club on behalf of the user. An itemized list of all use costs will be provided to the user after the event with a refund of deposit or request for payment, as appropriate.

3. Use Requests

Requests for use must be arranged with the Unit Secretary. Most requests can be

approved by the Secretary, however time should be allowed for review by the Board of Directors if necessary. The Board usually meets once a month. Each request should be accompanied by an Event License Agreement, a reference to the appropriate payment from the Fee Schedule, and proof of insurance if the event is requested by a non-member. The Event License Agreement is published on the PaloAltoBridge.com website.

Events shall be scheduled by the Unit Secretary who may

- delegate this responsibility to individuals who understand the scheduling process, or
- provide instructions for scheduling the event. If this option is used, the instructions must be followed carefully to avoid double-booking and parking problems.

4. Duties of Users

Making coffee and the use of the kitchen is included in the use rate. Cups, dishes and utensils used by participants should be run through the dishwasher (90 seconds) and restocked. Chairs, bidding boxes, and BridgePads, if moved, should be replaced as originally found. Any litter should be picked up.

If this is the last event of the day, the lights should be turned off and the building's exits locked.

5. Insurance

A Member Use will normally be covered by the Unit 503 / Bridge Center insurance policy. A Non-Member Use must show that the ACBL Unit 503 is named as an additional insured during the period of use for bodily injury liability and property damage. See Event License Agreement for required coverage amounts. A Certificate of

Insurance must accompany the Event License Agreement. This may be obtained from your insurance company. Users are responsible for their personal items.

6. Other Requirements

The occupancy of the Bridge Center shall not exceed 200 people unless otherwise agreed. A City approved parking plan is required for any use that exceeds 200 people.

Cancellation of a use should be made as early as possible. Failure to comply may result in loss of use fee.

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