



# **MONTECITO ASSOCIATION**

1469 East Valley Road  
Montecito, CA 93108  
(805) 969-2026  
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## **COMMUNITY HALL USE AGREEMENT**

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### **COMMUNITY HALL RENTAL AGREEMENT**

Thank you for your interest in using the Montecito Community Hall. The Hall is intended to serve the Montecito community by providing a welcoming meeting space for nonprofit organizations, educational gatherings, civic groups, and select private functions consistent with the mission and values of the Montecito Association.

Please review and sign this agreement carefully. Submission of this agreement does not guarantee a reservation until confirmed by the Montecito Association.

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### **FACILITY INFORMATION**

The Montecito Community Hall is located adjacent to the Montecito Library and has a maximum occupancy of 49 persons.

The Hall includes:

- Tables and chairs
- Restroom access
- Basic lighting and electrical access

Please note:

- Room setup and breakdown are the responsibility of the renter
  - The Hall must be left clean and restored to its original condition
  - The Montecito Association reserves the right to deny use requests that conflict with the Association's mission, operations, or community standards
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# RENTAL INFORMATION

Organization/Individual Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

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

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

Event Description: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

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# COMMUNITY HALL FEE SCHEDULE

<b>Rental Type</b>	<b>Fee</b>
Nonprofit / Community Group (up to 4 hours)	\$50
Nonprofit / Community Group (over 4 hours)	\$75
For-Profit / Private Use (up to 4 hours)	\$75
For-Profit / Private Use (over 4 hours)	\$100
Refundable Security Deposit (if required)	\$100
Returned Check Fee	\$35

## Additional Notes:

- Payment is required to confirm reservation
- Fees may be waived or reduced for select community-serving organizations at the discretion of the Montecito Association
- Additional insurance requirements may apply depending on event type

# USE POLICIES

The following rules apply to all renters and guests:

## General Use

- No smoking or vaping is permitted anywhere on the premises
- No alcohol may be served without prior written approval and proof of insurance
- No illegal activity, gambling, or disruptive behavior is permitted
- No open flames, candles, or cooking equipment are allowed without prior approval
- No nails, staples, tape, glitter, confetti, or decorations that may damage walls or furnishings

## Food & Beverage

- Food and beverages are not permitted inside the Hall unless approved in advance
- Bottled water is permitted
- Any approved food service must be fully cleaned and removed immediately following the event

## Animals

- Animals are not permitted inside the Hall, except registered service animals

## Noise & Conduct

- Renters are responsible for maintaining reasonable noise levels
- Events must conclude at the agreed-upon time
- The Montecito Association reserves the right to end any event that violates Hall policies or creates a disturbance

## Parking

Parking is permitted in the Montecito Library parking lot ONLY in unassigned spaces:

- Tuesday–Friday: 9:00 AM – 5:00 PM
  - Saturday: 10:00 AM – 2:00 PM
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## **CLEANING & DAMAGE**

The renter agrees to:

- Remove all trash, food, decorations, and personal items immediately following the event
- Return tables and chairs to their original locations
- Leave the Hall in the same condition in which it was found

The renter accepts responsibility for any damage caused by guests, vendors, or attendees during the rental period.

Repair or excessive cleaning costs will be billed to the renter.

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## **INSURANCE & LIABILITY**

The renter assumes all responsibility for injuries, damages, losses, or claims arising from use of the facility.

The Montecito Association, its officers, directors, staff, and volunteers shall not be held liable for accidents, injuries, theft, loss of personal property, or event cancellations.

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## **CANCELLATION POLICY**

- Cancellations made 2 days or more before the event will receive a full refund
  - Cancellations made within 2 days of the event may forfeit rental fees
  - The Montecito Association reserves the right to cancel reservations due to emergency conditions, building maintenance, public safety concerns, or Association needs
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## **APPROVAL & SIGNATURES**

I have read and agree to abide by all Community Hall policies and understand that failure to comply may result in additional charges, cancellation of the event, or denial of future rentals.

Renter Signature: \_\_\_\_\_

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

Montecito Association Approval: \_\_\_\_\_

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