



# *Spring Valley Lake Association*

## *Facility Rental Information*

### Community Building

12975 Rolling Ridge Drive  
Spring Valley Lake, CA 92395

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### Equestrian Clubhouse

12660 Indian River Drive  
Apple Valley, CA 92308

Spring Valley Lake Association  
13325 Spring Valley Parkway  
7001 SVL Box  
Spring Valley Lake, CA 92395-5107  
760.245.9756 phone  
760.245.3076 fax  
[www.svla.com](http://www.svla.com)



## *General Rental Information*

The Spring Valley Lake Association's Community Building and Equestrian Clubhouse are private amenities and are available to rent within our beautiful community. In order to rent our facilities, one must own property within the Spring Valley Lake Association and be in good standing. If one does not own SVL property and is interested in renting our facilities, then a SVL property owner must sponsor the event.

There are three rooms available to rent within the Association. Our main hall is the Community Building, which is located at 12975 Rolling Ridge Drive, Spring Valley Lake, CA 92395. The Community Building overlooks Meadowlark Park. Meadowlark Hall (MLH) can accommodate 230 people and has access to the kitchen and patio area. Our smaller room, right across the hall is the Palm Room (PR) which can accommodate 40 people.

Our final hall is located within our Equestrian Estates. The Equestrian Clubhouse (EQ1) is located at 12660 Indian River Drive, Apple Valley, CA 92308. EQ1 can accommodate 50 people and has access to the kitchen and patio area.

### Reservations

If you are interested in renting our facilities, we invite you to stop by the Association office. All reservations are made through our main office. The SVL Association office is located at 13325 Spring Valley Parkway, Spring Valley Lake, CA 92395, turn into the Marina parking lot.

Events can be booked up to one year in advance, but we do need a minimum of one month's notice. In order to reserve a date on the SVLA calendar, applicants must pay a non-refundable booking fee, as well as have a rental agreement signed by an SVL property owner. Sponsoring owners must be able to attend the event. SVLA must receive all required document(s)/payment(s) 30 days prior to the actual event. If we do not receive the proper items listed in the rental agreement, SVLA reserves the right to cancel any event.

## Rental Time Slots

SVLA rents out all rooms in either eight or four hour blocks.

- 7 a.m. -3 p.m. (Day Rental)
- 9 a.m. - 1 p.m.
- 4 p.m.-12a.m. (Evening Rental)
- 4 p.m.-8 p.m.

Please Note: Setup and cleanup must be included within these rental periods. The Party holder is not allowed to enter the facility prior to or after his or her designated time slot(s). Therefore, we ask you to consider these time conditions before scheduling an event.

## Fees and Refunds

Please refer to the facility rate sheet for specific prices. Security deposits are refundable upon inspection and satisfaction that the room is left in good condition and will be mailed back to the sponsor (property owner). Please allow 4-6 weeks after the event for the refund to be processed and mailed.

## Rules and Regulations

Please be sure to read our Rules and Regulations regarding facility usage, which are provided in this packet.

## Decorations are Permitted

However, we cannot permit nails, staples, tacks, etcetera in the walls, finished wood pieces or in fixed objects (doors, cabinets, and etcetera). No major or minor construction projects allowed. All decorations must be removed before leaving. The association **cannot** store anything for pickup at a later date and will not be responsible for anything left overnight.

SVLA staff are not allowed to assist in hanging any decorations/items. It is the party holder's own responsibility to bring the proper equipment and hang items in a safe and cautious manner.

Open flames of any kind, sparklers, confetti, glitter, and the like are strictly prohibited.

When renting our facility we unfortunately do not offer a PA system, sound system, linens or catering services.

### Setup

If the party holder is renting tables and chairs from the Association, a floor plan must be provided (thirty days prior to the event). Once the floor plan is submitted to the Association additional changes cannot be made.

### Day of the Event

Please call Public Safety upon arrival on the day of the event. The Public Safety Department can be reached at 760.245.6400 (24-hour line). Their office is located at the Community Building at 12975 Rolling Ridge Drive, Spring Valley Lake, CA 92395.

A walk through will be performed by the Public Safety Department and the party holder, at check in time. Once the event is completed, please contact the department for checkout. ***It is extremely important to be properly checked in and out, because this will determine your refund status.*** The facility inspection check-in/check-out sheet is included in this packet for your review.

### Maintain Facility

It is the party holder's own responsibility to clean the facility after his or her event per check-in/check-out instructions. Room is expected to be left in good condition as described by Public Safety during your check-in; this includes the Restroom areas.

### General Requirement Check List

- Signed Rental Agreement by SVL property owner
- Booking Fee
- Insurance Policy: specific requirements vary
- Payment(s): fees vary
- Floor Plan: if renting items from SVLA
- Additional Items may be required



## Re: Facility Rentals

Thank you for requesting information about Spring Valley Lake's facilities. The Association staff is happy to provide the SVLA Rules and Regulations regarding the usage of our facilities.

The Board of Directors is responsible for the maintenance, enhancement and protection of the Association assets and we enlist your cooperation in doing so. Use of the Association's facilities entails responsibility from the lessee, which requires all items must be checked before and after a scheduled event. For events at the Community Building and Equestrian Clubhouse, a checklist will be provided before and after an event that both the lessee/lessor and the attending Public Safety (Security) Officer must sign.

We ask for your cooperation in policing your activities and the immediate area of your event to maintain cleanliness. The Association staff does not provide cleaning services after your event; therefore, it is your responsibility to clean the premises. Please make sure all areas including the kitchen and restrooms are properly maintained in an efficient order. Bring a mop, broom, dustpan and any other necessary items for insuring adequate cleaning of the facilities.

### Rules and Regulations 14.7 states:

"A checklist will be completed at the beginning and the end of the function by a SVLA Community Public Safety Officer, and signed by the sponsoring member. Lessee is responsible for the cleanup and removal of all items at the site on the day of the event. See SVLA staff for cleanup and responsibility checklist at the time of reservation. If all conditions are met, the deposit will be refunded within two weeks."

For your assistance, a facility checklist is provided for your review. We ask that you please comply with the requirements of this form and assist Public Safety (Security) and the Association in maintaining your SVLA amenities.

Thank you,

*Spring Valley Lake Association*

## 14. COMMUNITY BUILDING & EQUESTRIAN CENTER MEETING ROOMS

14.1. Meeting room facilities at the Community Center and Equestrian Center are available for use by Association members and their guests under the conditions contained herein:

14.2. Smoking, as defined in Section 1.22 herein, is not permitted in any SVLA facility.

14.3. Categories of users are defined as follows.

14.3.1. Official Use: Those functions sponsored directly or indirectly by the Board of Directors. Such uses include Board meetings, committee meetings, membership meetings, Association elections, local issue forums, and similar activities authorized by the Board. Local government elections are also considered official use.

14.3.2. Member Groups: These are organized groups which exist primarily to provide social and civic-type activities exclusively for SVL residents. They function for the benefit, enjoyment and/or education of SVLA members. These groups must be registered as non-profit for tax purposes and composed exclusively of SVL residents. These groups must present an application to, and receive approval from, the SVLA Board of Directors to be considered a member group.

14.3.3. Youth Groups: Youth activities which have SVL members as principal advisors; Boy and Girl Scout organizations, SVL Little League and community service activities programmed primarily for the benefit of SVL members, including but not limited to AARP sponsored functions, health fair, Victor Valley College programs, shall be permitted without fee in accordance with all other provisions of Section 14.4. The Board of Directors will approve these requests on a yearly basis as part of the consent calendar.

14.3.4. Member Sponsored Functions. These are meetings or activities sponsored by one or more SVL property owners in good standing.

14.4. Priorities. Board sponsored activities, as described in 14.3 above have priority over all other events if scheduled at least thirty (30) days in advance. All other activities are scheduled on a first come, first serve basis.

### 14.5. Scheduling

14.5.1. Scheduling of facilities is done at the Association's Administrative office. SVLA members wishing to schedule a meeting must sign a contract assuming certain responsibilities.

14.5.2. Application for use of the Spring Valley Lake Community Center must be requested for and signed by SVLA property owner(s), age eighteen or over, at least thirty (30) days in advance of the event.

14.5.3. Scheduling may be done up to one year in advance with the understanding that the priority system in 14.3 above exists. In all cases, scheduling must be done at least thirty (30) days prior to the beginning of the desired use.

14.5.4. A requested room diagram must be provided at least thirty (30) days before the event, describing the number and arrangement of tables and chairs required. Setup will be conducted by the Association.

14.5.5. A non-refundable booking fee is charged at the time a room is scheduled.

14.5.6. A certificate of insurance in the amount of \$300,000 must be provided, and must be in the Association office at least thirty (30) days prior to the beginning of use, otherwise usage will be revoked.

14.5.7. A cancellation fee of 10 percent of the full fee will be charged on those events canceled, in writing, less than thirty (30) days prior to the beginning of the desired use.

14.5.8. Spring Valley Lake Association Public Safety Officer fees are set in accordance with the SVLA Fee Schedule. Those using the facility must utilize SVLA Public Safety. Property owners cannot hire private security.

14.6. If the requested meeting rooms and/or Equestrian Clubroom are not cleaned, a cleanup per hour fee will be deducted from the deposited amount. The balance will be refunded to the property owner only.

14.7. A checklist will be completed at the beginning and end of the function by SVLA Public Safety officer, and signed by the sponsoring member. Lessee is responsible for the cleanup and removal of all items at the site on the day of the event. See SVLA staff for cleanup and responsibilities checklist at the time of reservation. If all conditions are met, the deposit will be refunded within two weeks.

14.8. **Deposits and Fees.** There is no charge or deposit for official functions. Deposits and fees for use of rooms will be charged according to a Board approved schedule, identified as the Spring Valley Lake Fee Schedule, which will be revised annually. A copy of the Fee Schedule may be obtained by contacting the Association Office staff.

14.8.1. Full payment of all fees must be received in the Association office thirty (30) days prior to the event.

14.8.2. **Room Use.** All meeting rooms and Equestrian Center Clubroom are subject to the following user rules:

14.8.2.1. Curfew is 10 P.M. Exceptions to this curfew will be considered on an individual basis by the Board of Directors.

14.8.2.2. Lessee accepts full responsibility for the facility and for the conduct of his/her guests.

14.8.2.3. No alcoholic beverages may be

sold without an Alcoholic Beverage Control Department permit. The permit must be posted during the function and a copy must be on file at the Association office.

14.8.2.4. Noise is allowed at levels that are non-disturbing to the surrounding neighbors.

14.8.2.5. The Board of Directors and General Manager may deny the use of the facility when the activity is not considered in the best interest of the Association.

14.8.2.6. Room rental does not include the use of all Association facilities, only the room being rented. Guests are not permitted the use of any other facilities, i.e. kitchen, sound system, etcetera.

14.8.2.7. The property owner who signs the rental agreement will be held accountable for any damage to the premises during the rental period and must ensure that no decorations or other items are attached to the walls. Damage will result in forfeiture of the deposit and possible additional charges.

14.8.2.8. Decorations are permitted, but nails, staples, or tacks are not permitted in finished wood pieces or in fixed objects (doors, cabinets, etc.) No major or minor construction projects are allowed.

14.8.2.9. Decorating time is not permitted prior to the start of the reservation time for the function. If additional time is required to decorate, an additional block of time must be reserved. All decorations must be removed before leaving the event and the Association cannot store items for later retrieval.

14.8.2.10. Failure to comply with the rules and regulations may result in the loss of privileges to use the facility(s).

14.8.2.11. The rental contract, signed by the lessee and SVLA staff, indicates full understanding of the rules and regulations.

# FACILITY INSPECTION CHECK IN AND CHECK OUT SHEET

## Public Safety Use Only

Note: Both the PO/Sponsor and the Public Safety Officer must initial each section both before and after the event.

### All Room Usage

ITEM	BEFORE EVENT	AFTER EVENT	
PS	PO	PS	PO
TABLE AND CHAIR COUNT. OFFICER COUNT # OF TABLES AND CHAIRS LISTED ON FLOOR PLAN & AGREEMENT (ONLY PERTAINS IF RENTING EQUIPMENT W/SVLA)			
AMOUNT OF ROUND TABLES: _____, LONG TABLES: _____, CHAIRS: _____			
*TABLES & CHAIRS CLEAN & IN GOOD CONDITION			
DOORS CANNOT BE BLOCKED OR LOCKED, NO FIRE EXITS BLOCKED			
WALLS ARE CLEAN, NO STAPLES, NAILS, PINS, TAPE ETC.			
*OUTSIDE AREAS & PATIO CLEAN			
(PERTAINS TO CB1 ONLY) DRAPES IN CB1 CAN ONLY BE ADJUSTED BY SVLA STAFF/OFFICER, DRAPES/BLINDS IN GOOD CONDITION			
ALL FOOD SERVING TABLES MUST BE AT LEAST 10FT AWAY FROM THE DRAPES IN CB1			
HEATER TURNED ON BY OFFICER			
HEATER TURNED OFF AFTER EVENT			
AIR CONDITIONER TURNED ON BY OFFICER			
AIR CONDITIONER TURNED OFF AFTER EVENT			
*FLOORS CLEAN, NO TRASH OR DEBRIS			
TRASH CANS EMPTIED WITH CLEAN LINERS			
*ROOM OVERALL CLEAN AND IN GOOD CONDITION			
*EQUESTRIAN ROOM ONLY: LAMPS AND ARTWORK LEFT IN GOOD CONDITION			
EQUESTRIAN ROOM ONLY: OFFICER SHOWED HOW TO USE STOVE AND OVEN			
SVLA SEASONAL DECORATIONS LEFT IN GOOD CONDITION IE: CHRISTMAS TREE, ARTWORK ETC.			
TABLES AND CHAIRS BROKEN DOWN AND REMOVED FROM ROOM (ONLY PERTAINS IF NOT RENTING EQUIPMENT WITH SVLA)			

\*The use of confetti/glitter/flakes of any kind are prohibited on tables, SVL property and/or inside and outside the facility. There will be a charge of \$35/hour per worker if additional clean up is needed.

### Kitchen Usage

ITEM	BEFORE EVENT	AFTER EVENT	
PS	PO	PS	PO
STOVE/BURNERS/OIL TRAPS CLEAN-OVEN (IF STOVE WAS USED, MUST INDICATE ON AGREEMENT) PSD PLEASE MAKE SURE STOVE IS OFF AT END TIME OF RENTAL			
REFRIGERATOR/FREEZER CLEAN (INSIDE & OUT)			
MICROWAVE(S) CLEAN (INSIDE & OUT)			
COFFEE MAKER CLEAN (GROUNDS EMPTIED)			
KITCHEN SURFACES CLEAN			
FLOORS & COUNTER CLEANED, NO TRASH OR DEBRIS			

# FACILITY INSPECTION CHECK IN AND CHECK OUT SHEET

## Restrooms (Pertains to All Room Usage)

ITEM	BEFORE EVENT		AFTER EVENT	
	PS	PO	PS	PO
*RESTROOMS LEFT CLEAN (COUNTERS & FLOORS) NO TRASH OR DEBRIS				
PERSONAL ITEMS REMOVED				

## Cleaning Supplies (Pertains to All Room Usage)

ITEM	BEFORE EVENT		AFTER EVENT	
	PS	PO	PS	PO
CLEANING SUPPLIES RETURNED IN GOOD CONDITION:				
MOP/BUCKET				
BROOM/DUST PAN				

## Equipment (Pertains to All Room Usage)

ITEM	BEFORE EVENT		AFTER EVENT	
	PS	PO	PS	PO
*STAGE LEFT IN GOOD CONDITION				
PODIUM LEFT IN GOOD CONDITION				
ART WORK, FLAGS, ARTIFICIAL TREES, SEASONAL DECORATIONS				

\*The use of confetti/glitter/flakes of any kind are prohibited on tables, SVL property and/or inside and outside the facility. There will be a charge of \$35/hour per worker if additional clean up is needed.

## PUBLIC SAFETY OFFICER MUST COMPLETE

1 Officer required: 30 minutes check in time and 30 minutes check out (standard)

Check In Time: \_\_\_\_\_ Check Out Time: \_\_\_\_\_ Total Time of Event: \_\_\_\_\_

Officer(s) Worked How Many Hours: \_\_\_\_\_ How Many Officers Worked: \_\_\_\_\_

## CHECK IN

PSD Officer Signature (Check in) \_\_\_\_\_

Sponsor/Party Holder Signature (Check in) \_\_\_\_\_

## CHECK OUT

PSD Officer Signature (Check out) \_\_\_\_\_

Sponsor/Party Holder Signature (Check out) \_\_\_\_\_

Has maintenance been notified for extra assistance? \_\_\_\_\_