



VETERANS OF FOREIGN WARS OF THE U.S.
MERCER ISLAND POST NO. 5760
P.O. Box 101
Mercer Island, Washington 98040

Rental Addendum

Clubhouse, Grounds & Parking Area clean-up is a patron responsibility

Keep noise to a minimum and use good judgment, keeping in mind this is a residential area. All doors must remain closed in order to minimize noise and respect our neighbors' right to peace and quiet.

REIMBURSEMENT STANDARDS

1. Damage to clubhouse or property therein:	Full replacement cost
2. Failure to return the key or leave it on the premises as instructed:	\$50 each day late
2. Failure to properly stack and store all chairs and tables:	\$50 charge
3. Failure to clean and return clubhouse to the condition in which it was received:	\$50 each hour for cleaning
4. Movement, defacement, or damage to the U. S., VFW or Military Service Flag(s):	\$100 charge

CLEANUP & RESTRICTIONS

1. No tacks, nails, push-pins, staples, or adhesive hooks are to be used on any white wall surface. Only low-tack tape is allowed on wood paneled surfaces, which must be removed during clean up.
2. No decorations may be attached to any light fixture.
3. No rice or similar material is allowed in the building or parking area.
4. Ensure the parking area is cleaned of all party debris.
5. Clean all tables. Return round tables to racks, loading each "top to top" in the storage room.
6. Stack chairs 7 high, the bottom chair having rollers. Return to the storage room in line, as instructed.
7. Vacuum carpets as needed. Clean all food spills by mopping floors as necessary. Use dust mops to sweep clean and remove all debris from the main hall floor.
8. Clean kitchen and return it to its original condition. Shut off dishwasher and pre heater. Mop kitchen floor and clean ovens, stove, and sink area as necessary.
9. Empty waste can bags in the garbage bin, replacing each with plastic liners as necessary. Empty recyclable items into the blue recycling bin; be sure not to empty food waste or other restricted items into the recycling bin.
10. Remove all decorations.
11. Return all cleaning equipment to either the storage room or kitchen.
12. Clean the serving area and kitchen sinks of all debris, soap, ice or other materials; do not empty any substance down sink drains.

CLOSING REQUIREMENTS

1. Parties must end at 12:00 Midnight and premises vacated by 2:00 AM.
2. Lock all doors & windows; failure to do so results in forfeiture of entire security deposit.
3. Turn off all lights and appliances; with exception of the interior foyer light and automatic exterior lighting.
4. Reduce thermostat setting to read "55" degrees prior to departing the building.
5. Leave key on desk in side entrance, or as instructed; failure to do so results in forfeiture of entire security deposit.
6. "Reserved" parking signs provided by VFW must be collected and stored inside the clubhouse side entrance.

FIRE REGULATIONS

1. Maximum capacity is 150; this is a fire code and safety limitation.
2. Do not use the fireplace unless instructed in its use by the clubhouse General Manager.
3. All doorways are fire exits and as such must remain clear of impediments at all times.
4. Do not use candles on or near combustible materials; candles must have a base plate or glass enclosure while lit.
5. Use of electrical-plug dividers, splicing, or multiple extension cord grouping is absolutely prohibited. Under no circumstances may any additional connections be made to the clubhouse electrical system.

Initials: _____
Responsible Party (Patron)