

RULES FOR LEASING THE SUNDIAL CAFÉ

(aka GAIL REYES SENIOR CENTER)

1. Any damages or loss incurred will be deducted from the deposit.
2. Furniture and wall or ceiling hangings are NOT to be moved. Moving or taking down items will result in forfeiture of entire deposit, (even if rehung or moved back).
3. No nails, tape, pins or any other items are to be attached to the walls, doors, windows, window treatments, ceiling, mural or floor. One push pin or piece of tape will result in the forfeiture of the entire security deposit.
4. NO SMOKING in building. Clean-up of cigarette butts outside will be deducted from deposit.
5. Parking only allowed in designated areas.
6. The building and grounds are to be left as you found them. Floors should be swept and mopped; trash taken out to dumpster; counters and sink cleaned; bathrooms cleaned; and grounds cleaned.
Any additional chairs or tables must be taken down and stored neatly in closet.
7. The security deposit will be forfeited if building or grounds are not left clean, neat and free of debris.
8. The rental of the facility ends at midnight. The building must be cleaned, locked and vacated by midnight.
9. Doors are to be left locked and the key is to be returned on the next business day.
10. No items belonging to GU are to be removed from the facility.
11. Locked areas are not available to renters and are to remain locked.
12. Any cancellations must be made at least 7 days prior to the rental date. Any cancellations made within 7 days of the rental will result in forfeiture of the rental deposit.

Leasee Signature

Generations Unlimited Staff
