



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*



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 (CB1) overlooks Meadow Lark Park. CB1 can accommodate 231 people and has access to the kitchen and patio area. Our smaller room, right across the hall is CB3 which can accommodate 41 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, near the boat marina.

Events can be booked up to one year in advance. 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 a SVL property owner. 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 within 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 to consider these time conditions before scheduling an event.

Fees and Refunds

Please refer to the facility rate sheet for specific prices. All fees are to be paid by the sponsor (property owner). Security deposits are refundable upon inspection and satisfaction that the room is left in good condition and will be issued to the sponsor (property owner). Please allow a couple of weeks for the refund to be processed after the event.

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.

SVLA staff is 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.

When renting our facility we unfortunately do not offer a PA 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) or 760.245.6409 (dispatcher's office). 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, for this will determine your refund status. The facility inspection sign-off sheet will be provided to you once the agreement has been signed and the event is booked.

Maintain Facility

It is the party holder's own responsibility to clean the facility after his or her event.

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