

**OHLSON RANCH HOUSE (ORH)
POLICY AND FEES**

Adopted By The Sea Ranch Association (TSRA) Board of Directors July 25, 2005

Classroom, Kitchen & Dining Room
OPEN 8 A.M. – 6 P.M. SEVEN DAYS A WEEK
(May be used until 10 p.m. upon reservation)

GENERAL USE

Organized Sea Ranch Association governance, social, cultural and educational groups, (whose majority of members are Sea Ranch members), not sponsored by any outside organization, may use the Ohlson Ranch House on a **non-fee basis** and is available for use seven days a week. Reservations by Sea Ranch members must be made for exclusive as well as non-exclusive use.
See below for “*Best Time to Make Reservations*”.

FEES FOR EXCLUSIVE USE

<u>Minimum 4 hours</u>		\$225	
<u>Each additional Hour</u>		\$ 40	
<u>Deposit</u>		\$350	

Building Capacity Combined Classroom, Kitchen & Dining Room– 36 occupants

BEST TIME TO MAKE RESERVATIONS

Contact: Paula Lim at TSRA office 975 Annapolis Road Tues – Sat. 9 a.m. to 11a.m.
Main phone: 707-785-2444 E-mail anytime: plim@tsra.org Fax: 707-785-3555

DEPOSIT & FEE REFUND AND CANCELLATION – Both deposit and fee must be paid in advance to secure a reservation. The deposit (for cleaning & Security) is refundable according to conditions (see *TSRA Facility Use Agreement* Section 3). A written notice of at least 10 days must be received in order to qualify for a fee and deposit refund. For reservations made more than 60 days in advance, a 30 days’ written notice is required.

TSRA will deduct a \$25 administration service charge for any cancellation.