

Today's Date _____ Event Date _____ Description of Event _____



Lake Heritage Community Center Rental Contract

Member's Name _____ Lot # _____ Phone # _____

Address _____ Email _____

Please read and initial:

Revised January 2018

_____ Keys are to be picked up at the gatehouse, no earlier than 8 am, and returned to Patrol staff on duty, along with signed Clean-up Check List on the day of the event.

_____ I am a member in good standing of Lake Heritage HOA and **will be** present during the entire event.

_____ Renter is responsible for the conduct of the attendees and guests. Renter hereby holds harmless, indemnifies, and shall defend LHPOA, its officers, and employees from any and all claims, losses, damages, and expenses arising from this event or rental regardless of whether or not those claims, losses, damages, and expenses arise from acts, negligence, or omissions of LHPOA.

_____ **All renters are responsible for the clean-up of all facilities including restrooms and proper disposal of trash into the parking lot dumpster (key on C.C. key ring). Please see attached Clean-up Check List.**

_____ The deposit and rental fees must be paid in full at the time of the reservation. If the rental is not paid for within 3 days of the reservation, it will become cancelled and available to other members of the association.

- If a reservation is cancelled up to 2 weeks before the date, all money will be refunded.
- If the cancellation is within 2 weeks of the reservation date, \$20.00 will be forfeited.

_____ **NOTHING is to be attached to the walls, windows, door frames, wall sconces or ceiling with tape, nails, pins, Command Hooks, etc.** If damage is observed, your deposit will be forfeit. No confetti—as clean-up is a nightmare!

_____ There is no smoking, e-cigarettes, or vaping anywhere in any building or under the entrance overhangs. Ashes and butts must be placed in the outside receptacles located in the designated smoking area.

_____ Any items left at the C.C. after 10 days will be disposed of or donated.

_____ The C.C. must be completely vacated and locked by **12:45 am**, with no outdoor music/speakers after midnight out of respect for our neighbors.

_____ Only those rented facilities on the Lake Heritage C.C. Rental Contract may be utilized. If it is determined that additional rooms were used, a rental fee will be charged in addition to any ramifications.

<u>Usage Rates:</u>	<u>Rent</u>	<u>Deposit</u>	<u>Total Due</u>
Main Room including Kitchen	\$195	\$150	\$345
Small Meeting Room	\$35	\$50	\$85
Kitchen	\$35	\$50	\$85

Rent Paid _____ + Deposit Paid _____ = Total Paid _____

Time of Arrival _____ Departure Time _____ # of Guests _____

I agree to abide by the LHPOA Rules and Regulations and the terms of this contract. I attest that all information is true and correct.

X _____ (Renter)

X _____ (CC Oversight Chair)

OK to release _____ Date _____

Office Use only:
Paid _____
Ck# _____
Date _____
Acct # _____

Lake Heritage Community Center Clean-up Check List

Please call the Gatehouse 15 to 30 minutes before your clean-up crew leaves the cleaned Community Center. Phone is in the back corner of the kitchen, 334-7301. A Patrol staff will meet you and go over this check list together before you vacate the premises. Failure to check out with the patrol staff may lead to forfeiture of deposit.

The facilities must be cleaned the evening of the event unless prior arrangements are made with the Oversight Chairperson. The building will also be checked by an Oversight Committee member, and if found satisfactorily cleaned as per the list below, and if no damage has occurred, the entire deposit will be refunded by mail, through the Lake Heritage Office.

If it is deemed necessary to call in an emergency cleaning crew for clean-up, the cost taken from your deposit will be: \$50.00/first hour and \$25 for each additional hour.

Cleaning supplies and mops are located in the kitchen janitorial closet. Garbage bags in bottom of cans. Security has access to additional bags if more are needed (employee bathroom closet-Security has key).

Renter initial	Officer initial	Clean – up Check List
		Garbage: -Trash cans emptied (kitchen, bathrooms, and room rented-small or main). New trash bags in garbage cans. -Bags placed in dumpster in parking lot (not in pavilion trash tote)
		Furniture: -Tables and chairs returned to their closets unless previous agreement made. -Folding chairs returned to cart and/or banquet chairs stacked-only 10 high. -Potted trees returned to corners where they were found. -Small meeting room-tables & chairs returned to their original configuration.
		Floors (all rooms that pertain to your rental): Main room dry mopped & wet mopped Kitchen dry mopped & wet mopped Restrooms dry mopped & wet mopped Small meeting room dry mopped & damp mopped
		Carpet Vacuumed: -Hallway (Vacuum is kept in the small meeting room closet.)
		Restroom: -Counters wiped clean -Garbage emptied-new bags put in receptacles
		Kitchen: Empty refrigerators ovens dishwasher Wipe down counters sink appliances -Soiled towels and pot holders left in labeled basket by sink. -Island sink contains the garbage disposal, directions on the pillar.
		As you are all walking out: -Lights turned off -Thermostats returned to Heat 60, A/C 80. -Doors locked -Keys and check-off sheet turned into patrol staff
		Damages:
		Comments:

Renter's Signature _____ Date _____

Security Signature _____ Date _____

Oversight Committee Signature _____ Date _____

Lot Number

Renter's Name