



Los Paseos
ASSOCIATION

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MEMBER PROCEDURE AND CONTRACT FOR CLUBHOUSE RENTAL

I. CLUBHOUSE RENTER INFORMATION

Date of event _____
Name of person (s) renting _____
Phone number (Home) _____ (Work) _____
Address _____
Email Address: _____
Expected total attendance _____ Number of tables/chairs needed? _____ / _____
Type of event (meeting, grad party, etc.) _____
Start time _____ Finish time _____
Will you need pool access? (Check one) YES _____ NO _____ Additional fees apply. See details under MEMBER CLUBHOUSE RENTAL FEES

Applicant must provide a current CERTIFICATE OF LIABILITY, HOMEOWNER or RENTER INSURANCE POLICY within TWO WEEKS of deposit, verifying the MINIMUM amount of \$1,000,000.00 for Bodily Injury and Property Damage Liability limits. Los Paseos Homeowner Association shall be named as an additionally insured on the Certificate of Liability. Applicant must also provide proof that they are at least 21 years of age.

Member must be current on all assessment fees and fines. Members may not rent facilities for Non-Members. Rental includes use of tables, chairs, bar and kitchen. Rental area is restricted to the Clubhouse, upper-deck area and restrooms. Guests are not allowed to access the field, sport courts, front grass area or office and congregation is not allowed in the parking lot. ***Pool and pool deck access is allowed ONLY with prior approval and additional fee (See attached fee schedule)***

I certify that this event is being held on behalf of myself or for a member of my immediate family. I assume full responsibility for all damages, loss of property, and any and all bodily injuries occurring on the premises during this event and reimburse the Association for any and all damages or cost incurred. Renter agrees to hold the Los Paseos Association harmless and defend them against any actions arising from damages or injury which occurred during this rental period except in the case of sole and will negligence of the Association. Los Paseos Association is not responsible for any lost or stolen personal article. **I understand that if any rules or guidelines are violated in any way, the deposit will be partially or totally forfeited, and additional charges may occur. I understand I could also lose future rental privileges.**

By signing below, Renter hereby acknowledges that he/she has 1) received a copy of the rental rules and cleaning requirements, 2) has read and understands them, and 3) agrees that they and their guests will strictly comply with them. After use, Renter shall clean the clubhouse and property as defined herein including completion of the Cleaning checklist (attached hereto). If clubhouse is not sufficiently clean or damage has occurred upon inspection by clubhouse manager, the actual cost the Association incurs to remedy the problem will be deducted from the Renters deposit. Should the deposit not be sufficient, Renter agrees to pay the cost within 72 hours of receipt of an invoice. If any dispute arises regarding these charges, the Los Paseos Association Board of Directors will make the final decision, at their sole discretion.

Should any legal action arise out of this agreement, parties agree that prevailing party shall be entitled to reimbursement of reasonable attorney fees and costs. Los Paseos reserves the right to refuse rental to anyone.

Agreed and Accepted: _____

Signature of Renter

Date: _____

-----Office use only-----

NON-REFUNDABLE \$25.00 DEPOSIT PAID _____ CHECK NO. _____ RECVD BY _____

RENTAL FEE PAID \$ _____ CHECK NO. _____ DATE _____ RECVD BY _____

DEPOSIT PAID \$ _____ CHECK NO. _____ DATE _____ RECVD BY _____

INSURANCE POLICY RECEIVED _____

II. MEMBER CLUBHOUSE RENTAL FEES – TOTAL DUE ONE MONTH PRIOR TO EVENT

Friday, Saturday, Sundays and Holidays

RENTAL FEE – Basic Fee \$275.00.....	\$275.00
Refundable Security Deposit.....	<u>\$150.00</u>
Total to be paid one month prior to event.....	\$425.00

Monday through Thursday

RENTAL FEE – Basic Fee \$125.00 for 4 hour rental.....	\$ 125.00
- Basic Fee \$175 for All Day.....	\$175.00
Refundable Security Deposit.....	<u>\$150.00</u>
Total to be paid one month prior to event.....	(4 Hrs)\$275.00
	All Day \$325.00

1. A \$25.00 nonrefundable deposit applicable towards your rental fee is required to reserve date of rental.
2. For pool access, an additional \$50 flat fee will be added to the rental fee. Pool access is allowed during regular pool hours only and guests are subject to all pool rules. A two week advance notice is required and is based on availability with other parties scheduled. There is a maximum of 50 guests for events that includes pool access.
3. Requests to setup one day before rental will be charged as two full days.
4. The Security deposit will be held for 2 weeks after event.
5. Returned check fee is \$35.
6. **HALF OF THE RENTAL FEE WILL BE FORFEITED IF EVENT IS CANCELLED LESS THAN TWO (2) TWO WEEKS PRIOR TO EVENT.**

III. EQUIPMENT/FURNITURE INVENTORY

Equipment usage covered by Rental fees includes – tables, chairs, bar, refrigerator, freezer, microwave, ovens, dishwasher, and lounge furniture. Cleaning supplies and garbage bags are provided and are stored in the storage closet along with mops, brooms, and paper products.

12 round tables 60” diameter	-seat 8 to 10 people, use 84” round tablecloths
17 rectangular tables 72” long	-seat 6 to 8 people, use 96”x48” tablecloths
81 folding chairs	-3 folding chair carts, holds 40 chairs each
1 metal round table cart	-holds 10 60” round tables
2 metal rectangular table carts	-holds 10 72” rectangular tables

IV. CLUBHOUSE RENTAL RULES

Note: If any rules or guidelines listed below are violated in any way, the deposit will be partially or totally forfeited, and additional charges may occur.

1. **Rental area is restricted to the Clubhouse, upper-deck area and restrooms. Guests are not allowed to access the field, sport courts, front grass area or office and congregation is not allowed in the parking lot. POOL AND POOL DECK ACCESS IS ALLOWED ONLY WITH PRIOR APPROVAL AND ADDITIONAL FEE.**
2. **NO LIVE BANDS ALLOWED. If music is played all doors and windows must be shut at all times. Music may not be played outside and must be set at a reasonable volume so as not to disturb the neighborhood.**
3. Renter is responsible for behavior and safety of all guests.
4. Disrespect to neighboring homes with excessive noise and/or inappropriate behavior will result in rejection of future requests to rent clubhouse.
5. All persons must be OFF THE PREMISES by 12:00 Midnight
6. Rental period is from 12 pm on day of rental to 12 pm the following day to allow thorough cleaning of the facility.
7. Clubhouse must be clean and keys returned to the clubhouse manager by 12:00 pm on day following event.
8. BBQ pits are available during open season, but must be shared during open pool hours.
9. Clubhouse maximum capacity is 85 when using tables and chairs, 120 when tables and chairs are not being used.
10. Staples, tacks and nails may not be used to hang decorations.
11. All tape and decorations must be completely removed.
12. No keys may be duplicated.
13. Missing articles and or breakage will be charged to the member or sponsoring member.
14. No overflow parking allowed in the church parking lot.
15. This is a smoke free facility.
16. Disregard for rules will result in the closure of your party, loss of deposit and **loss of future clubhouse privileges.**

All party guests are asked to drive slowly and carefully through the neighborhood when arriving at and departing the clubhouse. Thank you!

Los Paseos HOA Cleaning Checklist
(Complete and return to office by 12 p.m. the day following the event)

Kitchen

- Sweep and mop floors
- Wipe down all countertops
- Wipe down stove
- Wipe out ovens and replace foil if necessary
- Empty out and wipe down refrigerator
- Empty trash bins and replace with new garbage bags
- Shut and lock windows
- Turn off lights

Bathrooms

- Check that all stall doors are unlocked
- Pickup all papers from floor
- Wipe down all countertops
- Flush toilets
- Empty all trash bins and replace with new garbage bags
- Turn off lights
- Shut and lock gates

Facility Grounds

- Check parking lot, pool area, front area, and lawns for bottles, cans, trash,.
- Remove cigarette butts from landscaping, walkways and parking lot.

Trash

- All trash must be deposited in main dumpster located in the parking lot

Clubhouse

- Sweep and mop floors
- Wipe down all tables and chairs and return them to their original location
- Remove all tape, pins and decorations
- Wipe down bar and cabinet countertops
- Shut and lock all windows and doors,
- Pull on sliding glass doors and front clubhouse doors to make sure they are locked properly
- Check that both Heating/AC thermostats are set to "System – Off" and "Fan – Auto"
- Turn off lights (*outside lights are on timer and will remain on*)
- Set security alarm

Cleaning Materials

- Brooms & Cleaning materials put away

Completed:

Date: _____ Time: _____ Print Name: _____

Signature: _____

KEYS GIVEN

DATE

KEYS RETURNED

DATE