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## NON-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 \_\_\_\_\_

Applicant must provide a current CERTIFICATE OF LIABILITY, HOMEOWNER or RENTER POLICY within TWO WEEKS of deposit, naming Los Paseos Homeowners Association as "additional insured", and verifying the MINIMUM amount of \$1,000,000.00 for Bodily Injury and Property Damage Liability limits. Applicant must also provide proof that they are at least 21 years of age.

#### AGREEMENT

I, \_\_\_\_\_, hereby 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 will reimburse the Los Paseos Homeowners Association (LPHOA) for any and all such costs or expenses. I understand that the rental period is for eight (8) hours only and additional time will be charged at \$100.00 per hour. I understand that the LPHOA is not responsible for any lost or stolen personal articles. I also certify that I have received a copy of the rental rules and cleaning requirements and agree to comply with them. I understand that if any rules or guidelines are violated in any way, the security deposit will be partially or totally forfeited, and additional charges may occur. If any disputes should arise from any violations or forfeiture of the security deposit, a hearing will be scheduled between the Los Paseos Homeowners Association Board of Directors and the Renter and the results of this hearing will be final.

By signing below, the 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, upon inspection by the Clubhouse Manager, the clubhouse is not clean or if any damage has occurred, the actual cost the LPHOA 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

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

Agreed and Accepted:

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Renter

RENTAL FEE – .....	\$ 725.00
REFUNDABLE SECURITY/CLEANING DEPOSIT.....	<u>\$ 500.00</u>
TOTAL (to be paid one month prior to event).....	\$1,225.00

1. A \$50.00 nonrefundable deposit applicable towards your rental fee is required to reserve date of rental.
2. Requests to setup one day before rental will be charged as two full days.
3. The Security/Cleaning deposit will be held for 2 weeks after your event.
4. Returned check fee is \$30.
5. HALF OF THE RENTAL FEE WILL BE FORFEITED IF EVENT IS CANCELLED LESS THAN TWO (2) TWO WEEKS PRIOR TO EVENT.

## II. EQUIPMENT/FURNITURE INVENTORY

Equipment usage covered by Rental fees includes – tables, chairs, bar, ladders, dolly, 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
16 rectangular tables 72” long	-seat 6 to 8 people, use 96”x48” tablecloths
81 folding chairs	-2 folding chair carts, holds 50 chairs each
1 metal round table cart	-holds 10 60” round tables
2 metal rectangular table carts	-holds 10 72” rectangular tables

## III. 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. No Live Bands are allowed.
2. This is a smoke free facility.
3. Rental area is restricted to the Clubhouse, upper-deck area and restrooms. Guests are not allowed to access the field, sport courts, pools, pool deck or office and congregation is not allowed in front of the building or in the parking lot.
4. Music may not be played outside and must be set at a reasonable volume so as not to disturb the neighborhood.
5. If any music is played, all doors and windows must remain shut.
6. Renter is responsible for the behavior and safety of all guests.
7. Disrespect to neighboring homes with excessive noise and/or inappropriate behavior will result in the closure of your party and/or rejection of future requests to rent clubhouse.
8. All persons must be OFF THE PREMISES by 12:00 Midnight
9. Rental period is for eight (8) hours including set-up and tear down time. Additional time will be charged by the hour at \$100.00/hour.
10. Clubhouse must be clean and keys returned to the clubhouse manager by 12:00 pm on the day following event.
11. BBQ pits are available during open season, but must be shared during open pool hours.
12. Clubhouse maximum capacity is 85 people when using tables and chairs, and 120 people when tables and chairs are not being used.
13. Staples, tacks and nails may not be used to hang decorations.
14. All tape and decorations must be completely removed.
15. No keys may be duplicated.
16. No overflow parking is allowed in the church parking lot.
17. Disregard for the rules will result in the closure of your party, loss of your security deposit and/or loss of future clubhouse rental.

The Los Paseos Association pool is open to our members and their guests on weekends in May from 12 to 6pm, daily June through August, 12 – 8pm, and weekends in September, 12 to 6pm. RENTING THE CLUBHOUSE DOES NOT PERMIT YOUR GUESTS USE OF THE POOL, LOWER DECK, FIELD, OR SPORT COURTS. If it is reported that any clubhouse rental guests used either of the pools, or other restricted areas, your deposit will be forfeited and additional charges may occur.

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

NON-REFUNDABLE \$50.00 DEPOSIT PAID \_\_\_\_\_ CHECK NO. \_\_\_\_\_ RECVD BY \_\_\_\_\_

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

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

INSURANCE POLICY RECEIVED \_\_\_\_\_

# Los Paseos HOA Cleaning Checklist

## 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