



RENTAL FEE – .....	\$ 1,000.00
REFUNDABLE SECURITY/CLEANING DEPOSIT.....	\$ 500.00
<b>TOTAL</b> (to be paid in full one month prior to event).....	<b>\$1,500.00</b>

ADDITIONAL FEES (where applicable)

SECURITY GUARD FEE – All parties scheduled past 10pm are required to have one security guard present. Cost is \$50/hr. with a 4hr minimum.....\$200.00

1. A \$50.00 nonrefundable deposit applicable towards your rental fee is required to reserve date of rental.
2. The Security deposit will be held for approximately 2 weeks after your event.
3. Returned check fee is \$40.
4. **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, refrigerator, freezer, microwave, oven and dishwasher. Cleaning supplies and garbage bags are provided and are stored in the storage closet along with mops, brooms, and paper products.

- 10 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)
- 80 folding chairs (on folding chair carts which hold 32 chairs each)
- 3 cocktail tables/chairs (4’ high tables with 6 bar height chairs)

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. Rental period is for twelve (12) hours including set-up and tear down time. Additional time will be charged by the hour at \$100.00/hour. **All persons must be off the premises by 12:30 am** (Security alarm is set to arm at 1:00am).
2. No Live Bands are allowed. If any music is played, all doors and windows must remain shut. Music may not be played outside and must be set at a reasonable volume so as not to disturb the neighborhood. **ALL MUSIC MUST BE OFF BY 10:00 PM.**
3. Rental area is restricted to the Clubhouse, upper-deck area and restrooms. Guests are not allowed to access the lower deck, sport courts or office and congregation is not allowed in front of the building or in the parking lot.
4. Renter is responsible for the behavior and safety of all guests.
5. 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.
6. Clubhouse must be clean and keys returned to the clubhouse manager by 10:00AM on the day following event.
7. BBQ pits are available, but must be shared during open pool hours.
8. Clubhouse maximum capacity is 85 people when using tables and chairs, and 120 people when tables and chairs are not being used.
9. Staples, tacks and nails may not be used to hang decorations. All tape and decorations must be completely removed.
10. No keys may be duplicated.
11. No overflow parking is allowed in the church parking lot.
12. This is a smoke-free facility (includes vaping).
13. Disregard of the rules will result in closure of party, loss of 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 (12 - 6pm), daily June through August (12 – 8pm), and weekends in September (12 - 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.

# **Los Paseos HOA Cleaning Checklist**

(Complete and return to office by 10 am 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
- Make sure doors are closed

## **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: \_\_\_\_\_