

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



Lake Heritage Community Center Rental Contract

Member's Name _____ Lot # _____

Address _____ Phone # _____

Please read and initial:

Revised July 2014

____ Please note – new procedure! Keys are to be picked up and returned to the gatehouse 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.

____ All renters are responsible for the conduct of all their guests as defined by LHPOA By-laws, and payment for any damages incurred by the group.

____ All renters are responsible for the clean-up of all facilities including restrooms and proper disposal of trash into the dumpster. 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, etc. No confetti as clean-up is a nightmare!

____ There is no smoking anywhere in the building. Ashes and butts must be placed in the outside receptacles.

____ 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 in 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.

Usage Rates:	Rent	Deposit
Main Room including Kitchen	\$195	\$150
Small Room	\$35	\$50
Kitchen	\$35	\$50
Pavilion	\$0	\$20

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 Security Officer will meet you and go over this check list together before you vacate the premises. Failure to check out with the security officer may lead to forfeiture of deposit. Thank you.

The facilities must be cleaned the evening of the event unless prior arrangements are made with the Oversight Chairperson. The building will be checked, 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, mops and garbage bags are located in the kitchen janitorial closet.

Renter initial	Officer initial	Clean – up Check List
		Garbage: trash cans emptied bags placed in dumpster in parking lot new trash bags in garbage cans.
		Furniture: tables and chairs returned to their closets unless previous agreement made. chairs returned to cart
		Floors: main room dry mopped wet mopped kitchen dry mopped wet mopped restrooms dry mopped wet mopped small room dry mopped damp mopped
		Carpet Vacuumed: hallway Vacuum is kept in the small 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 security officer
		Damages:
		Comments:

Renter's Signature _____ Date _____

Security Signature _____ Date _____

Oversight Committee Signature _____ Date _____

Lot Number

Renter's Name