

**DEERLAKE VILLAGE COMMUNITY ASSOCIATION**

**RENTAL AGREEMENT FOR PRIVATE USE OF THE CLUBHOUSE**

The clubhouse is available for private use to residents in good standing with the DVCA. Reservations must be scheduled with the clubhouse chair or designee. Reservations are made on a first come, first served basis.

1. Activities must be social or informational in nature and NOT involve sales or promotions of an outside entity. Fundraising functions may be permitted with prior approval by the Board of Directors.
2. Only the clubhouse, gazebo, deck, and parking areas are included in this rental policy. The pool and pool area, lake, and picnic grove are excluded from this agreement.
3. Residents renting the clubhouse are responsible for their actions and those of their guests and invitees and will be responsible for the replacement or repair of any damage to the facility used or to any items of furniture or equipment above and beyond normal use. Only the undersigned renter may use/operate the TV and related equipment. Renters may be liable for damage or injury suffered by others.
4. In keeping with state law, no alcoholic beverage is to be consumed by any person under the age of 21.
5. No profanity, vulgarity, loud and/or boisterous activities, or any other conduct that disturbs the peace of the common areas or nearby neighbors will be permitted.
6. The sound level of music or other amplified sound played in the common area of the clubhouse must not be a nuisance to neighbors and others in that area.
7. No equipment or furnishings may be borrowed or removed from DVCA property.
8. All clubhouse activities will end by midnight.
9. There will be no tobacco use inside the clubhouse.
10. The clubhouse and surrounding area, including the parking lot, must be cleaned and inspected no later than noon of the day following the scheduled event. **(Use of the attached checklist is required.)**
11. The resident(s) renting the clubhouse MUST BE PRESENT in the clubhouse for the duration of the event.
12. In order to assure that all residents have equitable access to the clubhouse, members will be limited to four reservations (rentals) for private use in any calendar year.
13. Members failing to comply with the conditions outlined in this policy may lose the privilege of amenity use.

I have read this policy and agree to abide by the rules set forth for rental of the clubhouse on \_\_\_\_\_ . (Date)

\_\_\_\_\_(initial)**I understand that the tasks on the Checklist for Clean Up must be completed, and that failure to do so properly (e.g. All items returned to their designated locations; counters and floors cleaned.) will result in the forfeiture of no less than \$35 (one hour of janitorial service) or any amount up to the entire security deposit of a rental, or, if a Deerlake group, the possibility of losing the right to use the clubhouse.**

\_\_\_\_\_ Renter \_\_\_\_\_ Clubhouse Committee rep. \_\_\_\_\_(date)

This document was approved by the DVCA Board of Directors on the 8th day of May 2014.

## CHECKLIST FOR CLEAN UP AFTER CLUBHOUSE FUNCTIONS

Because our clubhouse is frequently used for community functions any resident (or Deerlake community group) using the space is expected to keep the clubhouse clean and ready for the next event. Recently, we have had an increasing number of oversights in cleaning after various functions so we are providing this checklist and sign off. Cleaning supplies are located under the kitchen sink and in the second ballroom closet poolside. **Use this list to be certain each task is completed; sign; and LEAVE THE CHECKLIST ON**

**THE KITCHEN COUNTER** for the Clubhouse Committee inspection. **CHECK EACH ITEM AS COMPLETED.** Clean-up rules are the same for DVCA groups as for rentals.

### KITCHEN:

- Wipe down counters and appliances.
- Clean stove and oven if used.
- Wash dishes and utensils and return to proper place.
- Mop floor.
- Remove **all** food and beverages from counters as well as the refrigerator and freezer.

### MAIN ROOM:

- Vacuum carpet and spot clean any spills.
- Mop foyer.
- Spot clean any spills on furniture and return moved furniture to the original location. There are photos in armoire to help.
- Turn off fireplace if used.
- Be sure no candles are left burning.
- Turn off lights and fan.
- Set heat to 68°; AC to 78°. (See posted notes.)

### BALLROOM:

- Return all chairs and folding tables to their proper location. Each ballroom closet has an inventory list on the inside of the door. Be sure all items are stored in the correct location.
- Dust mop or vacuum the floor.
- In summer, turn blinds to **slant up** to keep out sun.
- Turn thermostat to System: OFF, Fan: AUTO.
- Turn off lights and fans. Be sure outside (gazebo and porch) lights are off and doors are pulled to lock.

### GENERAL:

- Take home and launder all used tablecloths and dishtowels. (Be sure to treat spots or stains before laundering.) Return them by 12 (noon) the next day. **Be sure tablecloths are on the appropriate colored hangers.** The colored hanger list is posted inside the door. To avoid this responsibility, one may use their own tablecloths.
- Take **all** trash (**including from both men's and women's restrooms**) home. Please recycle whenever possible.
- Turn off all outside lights.
- Make sure all doors are locked.

*Thank you for your attention to these tasks!*

\_\_\_\_\_(initial)I understand that the tasks on the Checklist for Clean Up must be completed, and that failure to do so properly (e.g. All items returned to their designated locations; counters and floors cleaned.) will result in the forfeiture of no less than \$35 (one hour of janitorial service) or any amount up to the entire security deposit of a rental, or, if a Deerlake group, the possibility of losing the right to use the clubhouse.

Resident responsible: \_\_\_\_\_ Date: \_\_\_\_\_