

**RENTAL AGREEMENT FOR PRIVATE USE OF THE CLUBHOUSE
DEERLAKE VILLAGE COMMUNITY ASSOCIATION**

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 must be present at all times, 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 resident may use/operate the TV and related equipment. The resident may be liable for damage or injury suffered by others.
4. Neither the buffet nor the piano may be moved.
5. In keeping with state law, no alcoholic beverage is to be consumed by any person under the age of 21.
6. 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.
7. 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.
8. No equipment or furnishings may be borrowed or removed from DVCA property.
9. All clubhouse activities will end by midnight.
10. Any smoking, including the use of electronic smoking devices, and tobacco use are not allowed on clubhouse property.
11. The clubhouse and surrounding area, including the parking lot, **must be cleaned before leaving and will be inspected no later than noon of the day following the scheduled event. (Use of the attached checklist is required.)**
12. The resident(s) renting the clubhouse MUST BE PRESENT in the clubhouse for set up, clean up, and the duration of the event.
13. In order to assure equitable access to the clubhouse, residents will be limited to four rentals for private use in any calendar year.
14. **Residents failing to comply with the conditions outlined in this policy may lose clubhouse rental privileges for the period of one year.**

In connection with the reservation and use of the clubhouse and its facilities, the undersigned agrees to indemnify and hold harmless Deerlake Village Community Association, Inc., any committee(s) or person(s) appointed by the Board of Directors to manage the clubhouse and its facilities and any or all of the other members of the Deerlake Village Community Association, Inc., from any liability, loss or damage arising out of said use or caused by the undersigned or any of his/her guests or invitees. Loss or damage shall include reasonable attorneys' fees incurred in connection with the enforcement or application of this provision.

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

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, and bathroom wastebaskets emptied.) 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.

_____ Resident _____ Clubhouse Committee member

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 after the event for the Clubhouse Committee inspection. CHECK EACH ITEM AS COMPLETED. Clean-up rules are the same for DVCA groups as for rentals. Thank you for your attention to these tasks!

KITCHEN:

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

MAIN ROOM:

- o Mop foyer.
- o Spot clean any spills on furniture and return moved furniture to the original location.
- o Turn off fireplace if used.
- o Be sure no candles are left burning.
- o Turn off lights and fan.
- o Set heat to 60°; AC to 78°. (See posted notes.)

BALLROOM:

- o 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.
- o Dust mop or vacuum the floor.
- o Turn blinds to **slant up** to keep out sun.
- o Turn thermostat to System: OFF, Fan: AUTO.
- o Turn off lights and fans. Be sure outside (gazebo and porch) lights are off and doors are pulled to lock.

GENERAL:

- o 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.
- o Take **all** trash (including from both men's and women's restrooms) home. Please recycle whenever possible.
- o Turn off all outside lights.
- o Make sure all doors are locked.

_____(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; and all bathroom wastebaskets emptied) 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.

Resident responsible: _____ Date: _____