Deerlake Village Community Association
CLUBHOUSE RENTAL RESERVATION REQUEST

A signed copy of the DVCA Clubhouse Rental Agreement must accompany this request

Resident: _____ Address: _____Phone: _____

Requested date & time _____ Occasion: _____ # guests ____

Clubhouse activities should be social or informational in nature and not involve sales, fundraising (except as approved by the Board), or promotions of an outside entity.

Will the use of the clubhouse involve any fundraising? Yes___ No___ If YES, please provide full description of the activity on the back of this page. Any use of the clubhouse for fundraising MUST be approved by the Board of Directors. _____ (resident initial here)

Effective August 1, 2026, the rental fee is $150 and includes use of furnishings, appliances and kitchen items; but not disposable items, china or flatware.

A security deposit of $150 is required for all rentals.
- The deposit will be returned/shredded after inspection if all is in order.

The two checks made payable to DVCA must accompany this Reservation Request form.
- There will be a $25.00 fee for any returned check.

The DVCA policy governing Clubhouse Rental and the Clean-up Checklist are attached. By signing this document and the policy, the resident agrees to abide by all rules.

The resident requesting **private use** of the clubhouse must agree to and accept the following indemnity and hold harmless clause: In connection with the reservation and use of the clubhouse and its facilities, the undersigned agrees to indemnify and hold harmless the Deerlake Village Community Association, Inc., and any committees or persons 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.

Initial by resident: _____. ***Events/activities held at the clubhouse are private and the following are prohibited: the use of public social media, public marketing, pre- or onsite merchandise sales, pre-program or tickets sales related to said event/activity, public invitation handouts to private events/activities to be held at the clubhouse.***

Initial by resident: _____. ***I understand that this rental <u>does NOT include</u> use of the pool and pool area, lake or picnic grove.***

Initial by resident: _____. ***I understand that if the TV and/or related equipment will be used I will be the sole operator of said equipment and that neither the piano nor the buffet will be moved.***

Initial by resident: _____. ***I understand that I <u>must be present at all times</u> including set up, clean up and for the duration of the event, that a member of the Clubhouse Committee or DVCA Board of Directors may visit at any time, and that failure to abide by these rules may result in deposit forfeiture and loss of the right to rent the clubhouse for the period of one year.***

Resident signature: _____Date: _____
Clubhouse Committee Use only:

Date reservation rec'd/approved: _____ Security Check #_____ Rental fee check #_____ (copy of checks attached)

Policy reviewed with renter: _____ Yes Date _____ By:_____

Inspection Date: _____
• Condition OK_____
• Condition required extra clean up. Explain
_____

• Security deposit returned on: _____

• Partial Security deposit returned on _____ (Amount _____)

• Security deposit forfeited _____

Revised 5/28/26