

Waterway Recreation Association, Inc.

TO ALL PERSONS RENTING / USING CLUBHOUSE & COMMON AREAS

This list will explain to you the terms of use for the Clubhouse and grounds as well as some operational specifics that will ensure that you have a pleasant experience and that the facility remains in excellent condition for future rentals.

- ❖ The reserved areas include the Clubhouse room both rest rooms and kitchen ONLY and NOT the exercise area. Should your rental request need to include a portion of the lawn space, you must submit a detailed written request for approval along with your reservation. Your request will then go before the Board for review and approval. **Please note: Any type of inflatable including, but not limited to water inflatables will require approval and an additional deposit in the event the grass is damaged and needs to be restored.**
- ❖ **THE POOL TABLE MAY NOT BE MOVED.** You may move the furniture as needed but it may **NOT** be placed in the exercise area. Also, do not stack the furniture as it may be damaged.
- ❖ Set up time starts **two hours** before rental time and clean up should be completed **by the next morning at 8 a.m.** after your scheduled evening event.
- ❖ Careful consideration should be given to decorations. Please do not use glitters, sparkles, rice, or any item small enough to get stuck in the furniture, plants or pool table. Do not thumbtack, glue, staple or nail any decorations to the ceiling, doorframes, walls, etc. Any tape on windows / doors (all tape) must be removed to receive full return of deposit.
- ❖ The renter must supply all other cleaning supplies, including dish soap and garbage bags. We recommend a cleaning service for large parties / events.
- ❖ No animals are allowed on the premises, including caged animals, with the exception of service animals. Please indicate if service animals will be included.
- ❖ No vehicles on the lawn area including, but not limited to, golf carts, **AT ANY TIME.**
- ❖ No Mechanized Equipment / Rides will be allowed.
- ❖ You are responsible for the actions of your guests and any vandalism to the Clubhouse.

As a general rule – leave the Clubhouse and grounds in as good as (or better) condition than it was when you entered it.

Thank you for your cooperation.

CHECKLIST

In an attempt to make sure the Clubhouse is left in a clean and orderly condition, please go through this checklist to make sure all, which apply, have been done.

BEFORE START OF EVENT: Check Clubhouse to make sure it is in satisfactory condition before your function.

COMMENTS:

AFTER EVENT:

- Clean counters.
- Remove all food, drinks and dishes from kitchen area.
- Clean kitchen and refrigerator.
- Check / clean restrooms
- Remove all trash inside and outside.
- Return all furniture to its original location
- Sweep and Mop all floors
- Turn off lights / Turn off fans / Return thermostat to 80 / Lock door

REPORT ANY MISHAPS (spills, etc):

As a general rule, the Clubhouse and grounds should be left in the same or better condition than you found it. Once you have gone through the checklist, please sign and return to the property manager or Board member.

Name: _____

Date: _____

Address: _____

Time: _____

Signature: _____

Waterway Recreation Association, Inc.

EXCLUSIVE USE AGREEMENT

This agreement is made this _____ day of _____ 20____ by and between the Waterway Recreation Association, Inc. and _____, a member in good standing of the COA.

Based on completion and approval of this rental agreement, the COA agrees to make available to the member the Clubhouse (facility) located in Waterway Recreation Association on an exclusive basis for the following time period:

Day _____ Date _____ Time In: _____ Time Out: _____ Max # of person's _____

RULES

The members(s) acknowledge and agree that this non-exclusive use agreement is subject to the following rules and regulations.

1. Rental use shall be by and for property residents and not for persons, clubs or organizations that are not residents.
2. OPEN FLAMES, INCLUDING TIKI TORCHES, ARE NOT PERMITTED WITHIN A 20 FOOT PARAMETER OF THE CLUBHOUSE BUILDING.
3. Smoking is NOT allowed within the Clubhouse facility.
4. Parking is not allowed anywhere but in designated parking areas.
5. Use of exercise equipment is prohibited and MAY NOT be moved in any way or covered.
6. All furniture must remain in the main Clubhouse area.
7. Posting, pinning, nailing, or stapling anything onto ANY interior areas is prohibited.
8. No animals are allowed on the premises, including caged animals, with the exception of service animals.
9. Music must be contained to the Clubhouse area and kept at a level as to not cause a nuisance.
10. Trash must be removed from the Clubhouse. The trash bin is located on the kitchen entry side.
11. Set-up time is no more than two (2) hours prior to the scheduled reservation time and clean up / removal time shall not exceed two (2) hours after the scheduled reservation time, or by 8 a.m. the following day for evening events.
12. Please supply your own paper towels, plates, napkins, flatware.
13. No Mechanized Equipment / Rides will be allowed.

14. Lawn space is not for exclusive use and inflatables on the lawn will require approval first and an additional damage deposit.

INDEMNITY

The member(s) understand, acknowledge and agree that they may not restrict, interfere or obstruct any other known member from the use of the facility at any time. The member(s) also acknowledge that they are fully responsible for the maintenance of the facility during the term marked above. The member(s) fully indemnify and hold harmless the COA, its Board of Directors and all other members from acts, suits, negligence, damage or personal injury which are the result of action by themselves or guest, whether intentional or unintentional.

DEPOSITS

Owners may use the Clubhouse facility and grounds for private social functions on a first come, first served reservation basis, with the exception of the dates referred to in the Association calendar. The Clubhouse and surrounding common areas may be reserved upon permission through the community association manager, after a written request is made in advance and the execution by the owner of the Clubhouse Reservation Agreement. If there is any damage to the building or grounds, the undersigned homeowner will be responsible and assessed for the cost of repairs. Residents reserving use of the Clubhouse and surrounding common areas shall be responsible for the damage occurring during their use. The following procedures apply to use and reservation of the Clubhouse and surrounding common areas for private purposes.

- A. Reservation for rental requires a minimums seven (7) day advance notice. Regularly scheduled activities such as Waterway Recreation Association Meetings and other activities on the calendar would be given first consideration. The community association manager may use his/her discretion for these rentals.
- B. The deposit to use the Clubhouse Space is as follows:

a. Clubhouse \$ 50.00

All vehicles must park in parking areas. All bicycles must use racks. Parking of vehicles or bicycles on the lawn at any time is prohibited.

I (we) have read, understand and agree to comply with these rules. I (we) hereby acknowledge receipt of a copy of this form.

Member's Name (PRINTED)

Member's Address

Member's Signature

Member's Telephone Number

Association Representative

Date

Deposit Amount: \$ _____

Check #: _____