

## **DANCING WILLOWS METROPOLITAN DISTRICT CLUBHOUSE USE OR RENTAL AGREEMENT**

This Agreement is made and entered into by and between the Dancing Willows Metropolitan District and the Applicant named below for use of the Dancing Willows Clubhouse. The use or rental of the Clubhouse property shall be for the type of function indicated below and shall be in accordance with the provisions of this Agreement and the "Clubhouse Rules and Regulations" adopted by the Board of Directors of the District and attached hereto and incorporated herein by this reference:

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of function: \_\_\_\_\_ Purpose of Function: \_\_\_\_\_

Is this a commercial function: \_\_\_\_\_ Will alcohol be served: Y / N

Hours of function: \_\_\_\_\_ \*(includes setup and cleanup)

Number of Guests: \_\_\_\_\_ (Maximum of 92 allowed per fire code)

- The clubhouse must be vacated by 11:00 p.m.
- Note: Alcoholic Beverages are not to be sold on the premises at any time.
- Absolutely no underage drinking of alcoholic beverages is allowed.

### **All Rental times include setup and cleanup.**

**Full Days** are 8 AM to 11 PM.

Full day rental fee is \$200.00 per day with a \$350.00 refundable deposit which may be refunded after an inspection is completed following the function if the Clubhouse is found to have been left in an acceptable condition.

**Partial Days** are either 8 AM to 4 PM **OR** 4 PM to 11 PM.

Partial day rental fee is \$100.00 with a \$350.00 refundable deposit which may be refunded after an inspection is completed following the function if the Clubhouse is found to have been left in an acceptable condition.

The Applicant is responsible for the payment of actual repair or replacement costs for all Clubhouse property damaged or lost as a result of or occasioned by the Applicant's use of the Clubhouse and Clubhouse property.

The Applicant making the reservation must be in attendance for the ENTIRE duration of the function and is responsible for completing the checklist complying with the Dancing Willows Clubhouse USE INSTRUCTIONS. If the USE INSTRUCTIONS are not completed in a manner acceptable to the Clubhouse Committee, this may result in the forfeiture of all or part of the security deposit and the levy of additional charges as determined by the Board of Directors.

All guests' vehicles must be properly parked in the clubhouse parking lot or park along S Ida Ave. Please refrain from parking in the Condos as residents rely on those parking spots when they arrive home. The Clubhouse parking lot is to be cleaned of any party debris prior to leaving the Clubhouse at the end of the function.

Please note the patio awning is not to be used on windy days. Wind can cause damage to the awning. If using the awning, please be sure to pull it back into a closed position before leaving for the day.

The swimming pool is NOT included in any clubhouse reservation. Event guests are not permitted access to the community pool. The access gate to the swimming pool is not to be opened by anyone other than under specific authority of District representatives. Swimming attire is not allowed at any time in the clubhouse. \_\_\_\_\_ (initial here)

**NOTE: In addition to being responsible for payment of repair of all damages and costs of collection, including attorney's fees, any applicant in breach of this Agreement or in violation of any of the "Clubhouse Rules & Regulations," may be required to appear before the Board of Directors for approval of any future reservations. The Board of Directors has the right to suspend privileges to any Applicant who has, in the opinion of the Board, violated "Clubhouse Rules & Regulations" or terms of this Agreement. In addition, a violation of this Agreement and/or "Clubhouse Rules & Regulations" may result in forfeiture of all or part of the security deposit and the levy of additional charges as determined by the Board of Directors.**

The Renter shall be liable for any loss, damage, or injury sustained by any person by reason of intentional acts or negligence of the Renter. All contractors, vendors or service providers providing services to the Renter on District property are required to have insurance, including Commercial General Liability Insurance, subject to at least limits of \$1,000,000 each occurrence and \$2,000,000 aggregate.

I understand and agree to abide by the terms of this Agreement and the "Clubhouse Rules & Regulations." I understand that I am responsible for any loss or damage of the Clubhouse property or surrounding areas which may occur as a result of this function and agree to hold the Dancing Willows Metropolitan District harmless from any and all liability or damage resulting from the action of myself, my family, or any attendees at the function. I acknowledge that I have read this Agreement and the "Clubhouse Rules & Regulations," which are incorporated herein by this reference.

This AGREEMENT entered into on (date) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Accepted by: \_\_\_\_\_

Amount collected: \_\_\_\_\_

Please include 2 separate checks upon return of this document. One for the rental and one for the deposit.

**If the event is more than 80 days away, please date the deposit check to the date of the event.**

## Dancing Willows Clubhouse – End of Use Checklist

Please leave the Clubhouse in excellent condition for the next user and preserve this fine amenity in our community. Cleaning Supplies, paper towels, bathroom supplies, vacuum and mopping supplies are available in the supply closet and under the sink.

### PLEASE CHECK ITEMS WHEN DONE, DROP COMPLETED CHECKLIST IN BOX BY DOOR

- Remove all trash at the end of your event, including from bathrooms. If trash cans have residue in them after trash bags have been removed, wash them out to prevent odor and pests. There is no trash pick-up at the Clubhouse, so all trash must be removed by the user. Extra bags are in the storage closet near the kitchen. Please place clean trash bags into each container.
- Remove all trash from outdoor patio.
- Wipe down kitchen sink and counter tops. Run disposal to clear any residue.
- Clean warming cabinet and make sure it is turned off.
- Wipe off all tables and chairs. Return all furniture to its original position.
- Empty and wipe down inside and outside of refrigerator and freezer. Use stainless cleaner (located under the kitchen sink) on the outside as needed.
- Sweep floors and vacuum carpet and tile. Clean up any spills/spots on the carpet.
- Use Swifter Wet on tile floors. The Swifter Wet can be found in the storage closet near the kitchen.
- Restock bathrooms with paper products. These are in the storage closet near the kitchen. The key for the towel dispenser is kept in the top of the wall unit in the Women's bathroom. Please replace it to this location. Fill the soap containers from the supply in the storage closet.
- Close all window blinds on the West and South sides of the building to conserve heating or cooling of the room.
- Please confirm the patio awning is put back in.
- Please confirm that all doors are closed tight. The patio doors tend to stick.
- Turn off the fireplace. Set thermostats to 60 deg (heat), 80 deg (cool). Turn off all lights.
- Upon leaving the Clubhouse, lock the door from the outside and return the key to the lock box.

**Check that the door will not open – even when locked the handle will turn.**

**NAME:** \_\_\_\_\_

**RENTAL DATE:** \_\_\_\_\_