



CLUBHOUSE RENTAL APPLICATION

Facility Area Access:

Rental available from 9am – 11pm

Interior- first floor and upstairs bathroom only.

Exterior– patio and lawn area only. Rental does not include the tennis courts or pool areas.

Clubhouse rentals are not available on Easter, Memorial Day or Labor Day weekend, July 4th or 4th of July weekend, Labor Day or Labor Day weekend, Thanksgiving, Christmas Eve, Christmas Day, or New Year’s Day.

Waterford II reserves the right to exclude other days from rental availability at its discretion at any time, as needed.

Membership Information

Today’s Date: _____

Renter/ Responsible Party Name: _____

Address: _____

Driver’s License #: _____

Telephone:(H) _____ (C) _____

E-mail Address: _____

Are you a Waterford II Resident? Yes _____ No _____

Rental Information

Renter is responsible for the clubhouse and all its contents for the entirety of the time requested below. Clubhouse will remain unlocked and available for entry only during the times requested below.

Function Date: _____ (date is 1st come 1st serve, date is not reserved until payment is received)

Purpose of Event: _____

Time Requested: From: _____ AM/PM To: _____ AM/PM

Number of Guests Expected: _____

Deposit Requirements

Resident:

Refundable security deposit of \$250.00 and non-refundable Rental Fee of \$100.00. All deposit payments must be made out to “Waterford II HOA” and must be received prior to securing your reservation. The Association will charge an additional fee of \$35.00 for returned checks by the bank.

Check No. (Refundable \$250.00 Security Deposit) _____ Amount \$ _____

Check No. (Non-refundable \$100.00 Rental Fee) _____ Amount \$ _____

Paid Via TownSq? Yes ___ No ___

Non-Resident:

Refundable security deposit of \$500.00 and non-refundable Rental Fee of \$200.00. All deposit payments must be made out to “Waterford II HOA” and must be received prior to securing your reservation. The Association will charge an additional fee of \$35.00 for returned checks by the bank.

Check No. (Refundable \$500.00 Security Deposit) _____ Amount \$ _____

Check No. (Non-refundable \$200.00 Rental Fee) _____ Amount \$ _____

The check for the security deposit will be either shredded or returned (if a self-addressed stamped envelope is provided) after completion of the rental and after verification that the facility is damage free and properly cleaned. Please be certain the clubhouse is secure after the event.





WATERFORD II RENTAL TERMS AND CONDITIONS

1. _____ I understand the deposit and rental fee must be paid and received by management and a signed rental contract are required to secure a rental event date.
2. _____ I agree to pay \$ _____ for the rental of the Waterford Clubhouse on _____, 20 ____.
3. _____ I understand that a cleaning fee of \$200.00 will be assessed from my security deposit if needed, and the remainder will be refunded if the facility is left in good condition. Additional charges may be assessed to the responsible party for damages, repairs, and/or replacement costs, up to or in addition to my security deposit. Waterford II HOA reserves the right to apply the deposit to make assessments for fees it deems necessary to return the facility to its original condition prior to the rental.
4. _____ I understand if rental is cancelled thirty (30) or more days prior to the event date a total refund of the rental payment will be given, and the full deposit returned. If cancelled within 11-29 days prior to the event date, only 50% of the rental payment will be refunded, and the full deposit returned. If cancelled within ten (10) days of the event date, NO REFUND of the rental payment will be given, and the full deposit returned.
5. _____ I understand a \$35.00 fee will be deducted from my security deposit for each returned check.
6. _____ I understand food and beverages may be brought into the facility, and that the kitchen is for warming foods only- not for cooking.
7. _____ Candles, fireworks, smoke-making machines, fire pits or any other flammable items are not permitted within or outside of the Clubhouse. Any fines assessed by the LFUCG Fire Dept. will be charged to the renter, in addition to the forfeiture of the security deposit.
8. _____ I understand the Clubhouse is a NON-SMOKING facility. No smoking on the grounds or in the parking area.
9. _____ I understand tape, tacks, and other adhesive items are not to be used on the walls, furniture or floors. Confetti and glitter is prohibited.
10. _____ I understand the use of a disc jockey or live music, inside and outside the facility is based on approval of management. Adherence to city ordinance is required. Any fines assessed by the LFUCG Police Dept. will be the responsibility of the violating party.
11. _____ I understand trash is to be collected and placed in the outside trash receptacles. Trash bags are provided. Cleaning supplies are available to assist in cleanup.
12. _____ I understand that as the contract signee, I am fully responsible for the group's conduct and respect for the facility.
13. _____ I understand any Renter or group, who abuse the facility or violate rules and regulations may be removed from the facility, and future rentals may no longer be issued to the Renter/Responsible party or group.



WATERFORD II HOMEOWNER ASSOCIATION, INC.

www.waterfordlexington.com

14. _____ I understand no vehicle may be driven on any part of the front or side yards without approval of Management. Any damage to the yard will be charged to o the Renter, up to or in addition to the security deposit.

15. _____ Renter shall be responsible for any and all damages to the property during the rental period. Renter agrees to indemnify and hold harmless Waterford II Homeowners Association, its officers, Directors, employees, agents, members, and management company, from any and all claims, causes of action, losses, injuries, damages, and/or liabilities of any kind or nature whatsoever for any loss, damage, and/or injury to property or persons, resulting in any manner from the use of the property by the renter and its guests, licensee and/or invitees.

16. _____ The Renter is responsible for making sure the clubhouse is returned to its original condition once the rental has concluded cleaned and furniture put back in place as per the attached checklist.

17. _____ Renter understands that he/she must complete the attached checklist and sign off on all items being completed and leave the signed and completed form on the kitchen counter. The clubhouse will be checked by the clubhouse coordinator after the event has concluded.

18. ____ Renter understands that if cleaning is still needed and/or furniture is not put back, an additional fee will be assessed against your security deposit. Needed cleaning is determined by the Clubhouse Coordinator at the following rates:

No cleaning needed: No additional fee. Chairs and tables were folded and put away, and facility was left in condition received.

Cleaning needed: \$200.00 fee. Chairs and tables were left out, sweeping, mopping, and surfaces cleaning was required (or any combination of the above).

By signing below, I confirm I have read the contract and agree to the terms and conditions listed and that the rental of the Waterford II Clubhouse will be used only for the purpose designated on the application.

Renter

Date

This section to be completed by the Clubhouse Coordinator ONLY

_____ No Additional Cleaning Needed

_____ Cleaning Needed

_____ Security Deposit of \$ _____ to be returned to the renter.

Clubhouse Coordinator

Date



1795 Alysheba Way, Suite 3103
Lexington, KY 40509
(859) 263-8757 Phone
(859) 263-4907 Fax
www.cmaky.com





CLUBHOUSE RENTAL CHECKLIST

KITCHEN & BAR AREA

- Clean sinks
- Clean appliances
- Clean countertops
- Lights off
- Remove all food & trash

GREAT ROOM & DINING ROOM

- Clean surfaces
- Clean Floors
- Replace furniture
- Turn off TV
- Remove Trash
- Light off

RESTROOMS

- Clean sinks & toilets
- Turn off water
- Lights off
- Remove trash

EXTERIOR

- Remove trash
- Replace furniture

EXTERIOR DOORS

- Exterior Doors Locked