



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 Memorial Day weekend, July 4th or 4th of July weekend, Labor Day or Labor Day weekend, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve or 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 from 9am -11pm on the function date.

Function Date: _____

(Date is 1st come 1st serve, date is not reserved until payment is received and confirmation provided by the Clubhouse Manager)

Purpose of Event: _____

Event Time: From: _____ ☐ AM ☐ PM To: _____ ☐ AM ☐ PM

(Upon approval, fobs will be activated to allow access between the hours of 9am and 11pm. The fob is the only way of access into the clubhouse. A doorstep is present at the main door for your convenience.)

Number of Guests Expected: _____

Deposit Requirements

Residents:

Refundable security deposit of \$250.00 and non-refundable Rental Fee of \$150.00. 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 \$150.00 Rental Fee) _____ Amount \$ _____

Paid Via TownSq? ☐ Yes ☐ No *(Must attached confirmation to this application)*

Non-Residents:

Rentals to non-members are not permitted.

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 PROCESS

ALL RESIDENTAL RENTALS ARE TO BE MADE USING TOWN SQUARE

Residents:

- 1.) Log on-to your account on www.townsq.io
- 2.) Select: Reservations – Amenities – Clubhouse
- 3.) Click on the date you wish to request *(If there is a gray circle encompassing the number on the calendar this date is already booked.)*
- 4.) Click the Reservation Timeframe: “9am-11pm”
- 5.) Complete the reservation request
- 6.) Delivery of Documents and Deposit/Fee:
 - 1.) Hand Delivery: Drop off the Application and BOTH the deposit and rental fee checks to the clubhouse during office hours.
 - 2.) Mail: Mail the application and BOTH the deposit and rental fee checks to the clubhouse
- 7.) Approval:
 - 1.) Once approved you will receive a notification from Townsq that your reservation is approved.
- 8.) Your Fob will be allow you access into the clubhouse on the date of the approved rental from 9am – 11pm.



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 initiate the rental process.
2. **Residents:**
_____ I agree to pay a nonrefundable \$150.00 rental fee for the rental of the Waterford Clubhouse.
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.** (Removable Painter's tape is acceptable)
10. _____ I understand the use of a disc jockey or live music, inside and outside the facility is based on approval of the Board of Directors. 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 and cleaning supplies are provided and located in the closet off the kitchen.
12. _____ I understand that as the contract signee, I am fully responsible for the group's conduct and respect for the facility.



WATERFORD II HOMEOWNER ASSOCIATION, INC.

www.waterfordlexington.com

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.
14. _____ I understand no vehicle may be driven on any part of the front or side yards. 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.** To include, but not limited to chairs and tables being left out, sweeping, mopping, and surfaces cleaning not completed by the renter.

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



WATERFORD II HOMEOWNER ASSOCIATION, INC.

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RENTAL INFORMATION SHEET

Access to the clubhouse:

Your FOB will continually open the main clubhouse door between the hours of 9am-11pm. You are responsible for all actions within the clubhouse during those hours.

(Non-Residents must obtain their fob no more than 7days prior to the rental date from the Clubhouse during clubhouse office hours)

Tables and Chairs

All tables and chairs are located in the closet off the main room between the fireplaces. Ensure all tables and chairs are returned in the condition they were found. Table cloths are NOT provided.

Cleaning Checklist:

You will find a cleaning checklist on the bulletin board located in the side entry way by the kitchen. To receive your deposit this form **MUST** be completed and placed on the kitchen island and all items indicated on the form **MUST** be completed. The clubhouse coordinator will come after your reservation to confirm all items have been completed and will inform the clubhouse manager of the approval to release your deposit.

Deposit Refund:

Your deposit check will be shredded upon approval of release by the cleaning group. This check will NOT be mailed back to you unless you have provided a self-addressed and pre-paid postage envelope.

Emergency Contact:

Should you need to speak with someone during your reservation please contact:

859-263-8757 extension 707

If your call is not answered please **LEAVE A DETAILED MESSAGE INCLUDING A RETURN PHONE NUMBER** and someone will get with you as soon as possible.

This section to be completed by the Clubhouse Manager ONLY

_____ APPROVED

_____ DENIED

_____ Clubhouse Manager

_____ Date



CLUBHOUSE RENTAL CHECKLIST

KITCHEN & BAR AREA

- ☐ Clean sinks
- ☐ Clean appliances
- ☐ Clean countertops
- ☐ Clean ovens
- ☐ 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