



Waterford II Homeowners Association, INC

www.waterfordlexington.com

CLUBHOUSE RENTAL APPLICATION

YOU MUST BE A WATERFORD RESIDENT TO RENT THE CLUBHOUSE

NO OUTSIDE RENTALS ALLOWED

FACILITY ACCESS:

Rental available from 9am- 11pm

Interior - First floor 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 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:

Renter's Name: _____ Today's Date: _____

Address: _____

Telephone: _____

E-mail Address: _____

Rental Information:

Renter is responsible for the clubhouse and all its contents from 9a-11pm on the function date.

Function Date: _____

(Date is first come first serve, date is not reserves until payment is received and confirmation provided by the Clubhouse Representative)

Purpose of the Event: _____

Event Time: from _____ to _____

Upon approval, the clubhouse will be unlocked and locked at agreed upon times

Number of guests expected: _____

Deposit Requirements:

1) Refundable security deposit of \$250 check to Waterford II HOA. Check number _____

2) Non-refundable Rental Fee of \$150 check to Waterford II HOA. Check number _____

All deposits must be received prior to securing your reservation.

The association will charge a \$35 fee for returned checks by the bank.

Please provide a self-addressed stamped envelope for return of your security deposit, which will be returned 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 at the time agreed upon to lock the Clubhouse.

Waterford II Rental Terms and Conditions

Insert your initials in each of the following:

1. _____ I understand the deposit and rental fee must be paid and received by management and a signed rental contract are required to initiate rental process.
2. _____ I agree to pay the nonrefundable \$150 rental fee for the rental of Waterford Clubhouse.
3. _____ I understand that a cleaning fee of \$200 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) days or more 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 withing ten (10) days of the event date, NO REFUND of the rental payment will be given, and the full deposit will be returned.
5. _____ I understand a \$35 fee will be deducted from my security check 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-machines, fire pits or any other flammable items ARE NOT PERMITTED within or outside the Clubhouse. Any fines assessed by the LFUCG Fire Dept. will be charged to the renter, in addition to the forfeit 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 HOA 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.

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.

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 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 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. The facility 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 at the completion of the rental. The clubhouse will be checked by a clubhouse representative 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. The needed cleaning is determined by the HOA Board approved clubhouse representative. The cleaning rates are as follows:

NO CLEANING NEEDED: No additional fee. Chairs and tables were folded and put away, and facility was left in condition received.

CLEANING NEEDED: **\$200 fee.** To include, but not limited to chairs and tables being left out, sweeping, mopping and surface 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 Clubhouse will be used only for the purposed designated on the application.

Renter

Date

WATERFORD CLUBHOUSE Rental Information Sheet

Access to the Clubhouse

The Clubhouse will be scheduled to be unlocked during the agreed upon times between the hours of 9am-11pm. Renter is responsible for all actions within the clubhouse during those hours.

Resident's key fobs may also be used as access, if agreed upon with clubhouse representative when scheduling the rental.

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. Tablecloths are NOT provided.

Cleaning Checklist

Renter will find a cleaning checklist on the bulletin board located in the side entry way by the kitchen. To receive deposit back, this form MUST be completed and placed on the kitchen island/counter and all items indicated on the form must be completed. The clubhouse representative will come after the reservation to confirm all items have been completed and will inform the Property Management Co to release renter's deposit.

Deposit Refund

Renter's deposit check will be returned if a self-addressed stamped envelope is provided at payment, upon approval by the cleaning group.

Emergency Contact

Should you need to speak with someone during your reservation please contact the Property Management Company.

This section to be completed by the Clubhouse Representative and/or Property Management Company

APPROVED

DENIED

WATERFORD II REPRESENTATIVE/ PROPERTY MANAGEMENT CO REPRESENTATIVE

WATERFORD CLUBHOUSE RENTAL CHECKLIST

KITCHEN AND BAR AREA

- CLEAN SINKS
- CLEAN APPLIANCES
- CLEAN FLOORS
- CLEAN COUNTERTOPS
- CLEAN OVENS/ STOVE TOP
- REMOVE ALL FOOD AND TRASH
- LIGHTS OFF

GREAT ROOM AND DINING ROOM

- CLEAN SURFACES
- CLEAN FLOORS
- REPLACE FURNITURE
- PUT UP TABLES AND CHAIRS
- TURN OFF TV AND/OR SOUND SYSTEM
- REMOVE TRASH
- LIGHTS OFF

RESTROOMS

- CLEAN SINKS & TOILET
- LIGHTS OFF
- REMOVE TRASH

EXTERIOR

- REMOVE TRASH
- REPLACE FURNITURE
- EXTERIOR DOOR LOCKS