

Reservation Date: _____

Address: _____

RECREATION CENTER RENTAL AGREEMENT

Policy:

- **X_____ Reservations:**
Reservations for use of the Recreation Center are made on a first- come – first-serve basis and are subject to approval by the Board of Directors. **All assessments must be paid in full by the unit owner in order for eligibility to reserve the Recreation Center.** Reservations cannot be made more than 90 days in advance and no less than 10 business days in advance (i.e. manager on vacation, etc.).

- **X_____ Usage Fee:**
There is a non-refundable usage fee of \$50.00 on weekends (Friday, Saturday & Sunday and holidays) and \$25.00 non-refundable usage fee on weekdays (Monday – Thursday) that is due when the reservation is made.

- **X_____ Deposit:**
There is a \$200.00 deposit that is required when you pick up the key. This deposit is fully refundable providing the Recreation Center is left as you found it before you used it and there are no damages to the facility or rules that were violated. The deposit may also be kept by the Association should we receive any complaints from neighbors', drunken conduct in the common area) regarding excessive noise (i.e. loud voices, music, vehicles, etc.). For damages that result over \$200.00 deposit, the owner's account will be assessed for any damages. **Please remember that if you have guests who are out front smoking that you are required to clean up all cigarette butts, beverage bottles, cans, cups, trash, etc. and dispose of them & control the noise they make while outside of the Recreation Center; if these items are complained about your deposit maybe forfeited.**

- **Key to the Recreation Center:**
X_____ PICK UP: If you are reserving the Recreation center for Friday through Sunday use, you are required to pick up the key no later than Wednesday or contact the manager by Wednesday for drop off. If you're reservation is for Monday through Thursday use, you are required to pick up the key 2 business days before the reservation or contact the manager by Wednesday for drop off. This will ensure that you receive the key should the one employee fall ill, be on vacation, etc.
X_____ RETURN: After you are done using the Recreation Center, on the date of your reservation, you are required to leave the key in the locked drop box in front of the Recreation Center. *The key needs to be put into the drop box in order to receive your deposit back as well.*

X _____ = Initials Required

X _____ = Signature Required

Reservation Date: _____

Address: _____

Rules of Use:

- _____ Do not move any of the furniture that is located in the front lobby area (the area near the restrooms).
- _____ Do not remove any of the wall art.
- _____ The owner of the unit must be present at all times during the use of this facility in the event their tenant, friend or relative wants to use the facility.
- _____ The maximum number of people allowed is 75.
- _____ Function must end by 11:00 PM for reservations made Sunday through Thursday and by 1:00 AM for reservations made on Friday's & Saturday's.
- _____ No loud or amplified music, voices, drunken conduct, etc. which may disturb residents who live on either side of the Recreation Center. Your deposit may be cashed if such complaints are received.
- _____ **Pool parties are strictly prohibited.** No one from your function may be in the pool area at any time with exception of placing trash into the trash receptacle.
- _____ **NO ALCOHOL MAY BE SERVED TO MINORS UNDER ANY CIRCUMSTANCES.** Unit owners take full responsibility for serving or providing alcoholic beverages of any kind at THEIR function. The Park at Quail Creek, HOA, Inc., the managing agent, property manager and site manager are NOT responsible in any way for those who consume alcoholic beverages during YOUR function that may result in property or bodily injury and/or death.
- _____ **Smoking is strictly prohibited in the Recreation Center.** All smoking guests must smoke outside in the front of the Recreation Center. The resident renting the facility is solely responsible to clean up all cigarette butts and control the noise from guests outside of the Recreation Center. *Please remind your smoking guests to keep the party inside the Recreation Center as to not disturb residents who live near the Recreation Center.*
- _____ All food and drinks must be kept inside of the Recreation Center at all times. Cooking outside of the Recreation Center is prohibited.
- _____ All thermostats must be set as described on the physical unit before you leave or your deposit is subject to be withheld.

***** Please note that the Association does not provide cups for the water cooler for parties.*****

Clean Up Procedures:

- _____ There are trash bags, a broom and dustpan, and cleaning supplies in the closet located in the kitchen.
- _____ Remove all trash from the building. If you are disposing of more than 2 bags of trash it must be taken to the residents unit to be disposed of. **DO NOT LEAVE YOUR TRASH INSIDE THE RECYCLING CENTER!** The two bags of trash permitted to be disposed of in the Recreation Center's trash receptacle can be placed in said receptacle that is located in the pool area just outside the French doors.
- _____ Remove all perishable food and drinks.
- Clean all areas to their original condition (e.g. counter tops, stove top, oven, refrigerator/freezer).
- _____ Floors: Sweep the floors after the function is over. **DO NOT mop the floor** - there is a heavy wax on the floor and if you try and mop it will turn white. If there is a spill, just wipe it up.
- _____ All decorations (e.g. balloons, streamers, rice, rose petals, staples & tacks) must be removed and disposed of.

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X _____ = Signature Required

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- **X** _____ Be sure and clean up any trash that your guests **may** have left outside of the building or in the restrooms.

Before You Leave the Recreation Center:

- ✓ Make sure no one has left any cameras, dishes or other items behind.
- ✓ Make sure all trash in the building & cigarette butts out in front of the building have been disposed per the rules.
 - ✓ Turn off all lights as indicated on the light switch plates.
- ✓ Turn all 3 of the thermostats to the temperature indicated on the thermostats.
- ✓ Make sure you have locked **all 5 doors** (two sets of French doors, **both doors to the hallways leading to the restrooms** and finally the **front door**).
- ✓ Put key in the locked drop box located in front of the Recreation Center.
- ✓ Please keep in mind that the building may be used again on the same weekend as you are using it.

I, _____, agree to accept **ALL** of the terms listed on all pages of this agreement in order to use the Recreation Center of the Park at Quail Creek.

Unit Owner's Signature

Date

Physical Address

City, State, Zip Code

Mailing Address (if different)

City, State, Zip Code

Home #

Work #

Mobile #

Email Address

Usage Fee of \$ _____ Paid on _____ Check # _____

Deposit Paid on _____ Check # _____

Deposit Refunded on _____ In the amount of \$ _____

Amount withheld (if any) \$ _____ for _____

Manager's Signature

Date

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