

## **LEDGEWOOD HILLS CONDOMINIUM ASSOCIATION CLUBHOUSE RENTAL AGREEMENT AND RULES**

The Ledgewood Hills Clubhouse is divided into two (2) areas: the lower level (lavatories/changing areas, exercise room and the saunas) and the upper level (function rooms, kitchen and lavatories). **No smoking** is allowed in any of these areas. **No pets** are allowed in any of these areas. The clubhouse may not be used by those owners or lessees (or their guests) who are in arrears to the Association. **Persons renting the clubhouse are prohibited from using the lower level or the pool.**

### **Clubhouse Rental Rules:**

The function room will be available by reservation for planned, not for profit functions only. Reservations will be made by contacting property management. Rules for its use are as follows:

1. All functions must be sponsored by a Ledgewood Hills unit owner and must be for his/ her own use for only private and social events (i.e., friends or associates). The function room **CANNOT** be used for:
  - a. Any public event or where the public is invited.
  - b. Any public advertised event, including news releases prior to the event.
  - c. Fund raising events.
  - d. The selling of any product or service.
  - e. More than 75 people.

**\*\*\*\*The sponsoring resident must be in attendance at all times\*\*\*\***
2. Functions scheduled by authorized committees of the Owners Association will be allowed priority use of the facility at no charge to participants.
3. All functions other than authorized Association committees will be charged a usage fee to help defray associated operating costs of the facility.
4. The usage fee shall be One Hundred Twenty Five Dollars (\$ 125.00) per function. **A One Hundred Dollar (\$100.00) security deposit is required.** **The fee and deposit shall be paid by separate checks to the Ledgewood Hills Condominium Association** and must be received by property management not later than five (5) working days prior to the rental date. A rental date cannot be reserved until the signed rental form and/or one of the checks is received by property management. The deposit will be refunded after an inspection is made to ensure that the facility is returned to the same condition in which it was found. Any cost of breakage, damage, additional cleaning or trash removal will be deducted from the security deposit. In cases when the financial loss of cleaning and repairs is greater than One Hundred Dollars (\$100.00), the responsible resident owner shall be billed for the difference. This damage also includes any damage caused to any and all common areas (i.e., grounds, roads, etc.) outside of the clubhouse. If the balance is not paid within thirty (30) days, the case will be dealt with through the normal legal process.
5. **The sponsor is responsible and liable for any and all damage** caused by the actions of any guest.
6. The function room shall be available for use until 12 midnight on Friday and Saturday, and until 11:00 p.m. Sunday through Thursday. Daytime use may also be arranged at the same usage fee and security deposit amounts as specified in paragraph four.
7. Parking is allowed only in designated, lined parking spaces in the clubhouse and lower

tennis court parking areas. Sponsors of the function shall be responsible for advising their guests where to park so as not to infringe upon the parking areas of residents.

8. Sponsors shall be responsible for maintaining a reasonable sound level. During the use of the clubhouse for social functions, noise should be controlled by keeping outside doors and windows closed. Background music suitable for dancing will be allowed from radio or tape deck only. Volume should be set at a reasonable level. **IF RESIDENTS OF THE AREA COMPLAIN ABOUT NOISE, THE SPONSOR WILL BE FINED \$100.00.** Sponsors are advised that complaining residents may also call the police, at which time the event will immediately end, and all guests will be required to immediately vacate the premises.
9. The sponsor will be responsible for the return of the clubhouse to its original state. All doors and windows must be locked. The clubhouse must be satisfactorily cleaned after rental use. Cleaning includes but is not limited to:
  - a. Vacuum all carpets. There is no vacuum in the clubhouse so you will have to bring one from home.
  - b. Wet mop vinyl floors.
  - c. Clean stove top, oven and microwave.
  - d. Clean kitchen counter tops, sink and refrigerator.
  - e. All spills on flooring must be removed.
  - f. All trash must be removed from the premises.
  - g. If chairs and tables are used, they must be neatly returned to the closet from which they were removed.
  - h. All lights must be turned off.
  - l. In the winter, both thermostats must be turned down to 50 degrees.
  - j. In the summer, both air conditioners must be turned off.
  - k. Soiled carpets will be steam cleaned at the sponsor's expense, the cost subject to deduction from the deposit.
10. **RENTAL DOES NOT INCLUDE USE OF THE POOL, EXERCISE AREA OR SAUNA.** Residents and guests attending clubhouse functions are prohibited from using the pool, the pool area, the exercise area, or sauna, none of which are part of the rental.
11. **NO SMOKING** is allowed.
12. **NO PETS** are allowed.
13. Nothing is to be taped, pinned, affixed or hung on the exterior and/or the interior of the clubhouse.
14. All checks and rental forms must be returned to property management at least five (5) working days prior to the rental date. The key may be obtained from property management two to three days prior to the function. The key must be returned to property management no later than the first work day following the event.
15. Any violation of these clubhouse rental rules will result in monetary fines which will be levied against the responsible unit owner. Rental deposits will be held by the Board of Directors until any complaint is resolved. Sponsors who are fined may be denied future use of the facility at the discretion of the Board of Directors.
16. **The clubhouse is handicap accessible.**

**LEDGEWOOD HILLS CONDOMINIUM ASSOCIATION**

**CLUBHOUSE RENTAL AGREEMENT**

Unit Owner \_\_\_\_\_ Type of Function \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Hours \_\_\_\_\_

Reservation Date \_\_\_\_\_ Number Attending \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_ Check Number \_\_\_\_\_

Security Deposit \$ \_\_\_\_\_ Check Number \_\_\_\_\_

**PRE-Inspection (Note any damages, cleanliness, etc.)**

\_\_\_\_\_  
\_\_\_\_\_

Inspected by (Leaser) \_\_\_\_\_ Date \_\_\_\_\_

(Lessee) \_\_\_\_\_ Date \_\_\_\_\_

**POST-Inspection (Note any damages, cleanliness, etc.)**

\_\_\_\_\_  
\_\_\_\_\_

Inspected By \_\_\_\_\_ Date \_\_\_\_\_

Damages Billed \$ \_\_\_\_\_ By \_\_\_\_\_

I understand that the clubhouse is being rented to me subject to the attached rules which govern the use of the facility, the bylaws, the Declaration, and the rules and regulations as adopted and amended by the Board on September 1, 2000, and also any additional rules and regulations which may be promulgated by the Board of Directors of the Ledgewood Hills Condominium Association.

I further understand that the clubhouse will be left in clean and neat condition and that I will be billed for any necessary cleaning or damages to both the clubhouse and the other common areas.

Signed \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

**THE CLUBHOUSE IS HANDICAP ACCESSIBLE AND WILL INFORM ALL GUESTS ATTENDING GATHERING.**