

Maple Lake Facility Rental Agreement

The undersigned Maple Lake Club, Inc. member (I) renting the facilities at Maple Lake Club agrees to the following:

1. I agree to pay the rental fee in the amount of \$ _____ at the time the reservation for the Clubhouse, Pavilion, Lounge, or Kitchen is made. The security deposit will be paid the day of the rental or when the keys are picked up.
2. I will take all garbage to the Garbage House located next to the Maple Lake Garage adjacent to the tennis/basketball court.
3. I will return the **KEY** the **DAY OF THE EVENT**. This is required as the facility may be rented immediately following your rental. I will pay a \$10.00 per day fee for each day the key is not returned.
4. As a Maple Lake Club, Inc, member renting a Lake facility, I agree to be held responsible to any and all damages. No nails, tape, hooks, floral tacky, or clamps are to be used on the walls, ceilings or chairs in the Clubhouse Ballroom or Lounge/Kitchen. Confetti is not permitted. Nothing should be anchored or tied to the ceiling fans or light fixtures.
5. As a Maple Lake Club, Inc. member renting a Lake facility, I agree to all Lake By-Laws and Rules and Regulations. As a reminder, club rules prohibit alcohol on Club property except when approved by the Executive Committee and/or Board of Directors. I realize that in order to rent a Lake facility ALL Maple Lake fees must be current.
6. **Inside and Outside Cleanup:** See attached checklists.
7. I agree to pay a Security Deposit of \$ _____ which may be refundable after inspection of the event. I understand that VIOLATION of any one or more of the above stipulations will result in loss of all or part of the security deposit. If cleaning, damages, etc. are more than the paid deposit, I will be billed for the additional amount. If security deposit is retained for any reason, the member will not be permitted to enter into future lake rental agreement for any lake property.
8. **No use of tobacco products, including cigarettes, smokeless tobacco, vaping/ electronic smoking devices, is permitted within or on any Maple Lake Club Inc. property, which includes but is not limited to Maple Lake Club facilities, grounds, vehicles, or recreational areas.**
9. There should be no long-term parking along the fence. Parking along fence should be for loading and unloading only. Cars parked illegally will be towed at owner's expense. The roadway must be kept clear for emergency vehicles.
10. Clubhouse furnishings are not to be removed from Clubhouse (this includes bowls, pans, utensils, etc. from the kitchen).
11. I hold Maple Lake Club, Inc., its Board of Directors, heirs, and successors harmless as a result of any action arising out of this rental.

Security Deposit	\$ _____	By signing, I agree to the terms and conditions of the Maple Lake Rental agreement.
Ballroom	\$ _____	
Lounge	\$ _____	Signature _____
Kitchen	\$ _____	
Pavilion	\$ _____	Member signature to sponsor a non-member
Equipment Rental	\$ _____	
Total Due	\$ _____	
Rental Fee Paid	\$ _____	Signature _____
Security Deposit Due	\$ _____	Maple Lake Lot Number _____

Maple Lake Cleaning Checklist for return of Security Deposit

BALLROOM

- _____ Return all chairs to racks
- _____ Wipe off all tables (remove all tape)
- _____ Return all tables to appropriate carts
- _____ Wipe off cart tops and bar
- _____ Sweep and dust mop ballroom floor
- _____ Remove all garbage and take to garbage house
- _____ Clean up all debris from your event on porch and clubhouse grounds
- _____ Clean cigarette urns (located near pavilion)
- _____ Check bathrooms
- _____ Make sure all toilets are flushed
- _____ Empty all wastebaskets
- _____ Pick up all debris
- _____ Turn off bathroom lights and lock doors
- _____ Turn off lights and fans in ballroom
- _____ Lock all doors
- _____ **Return keys immediately after event** (\$10.00 per day fee for keys kept after day of rental)

Cleanup must be completed and verified before cleaning fee is returned.

Maple Lake Cleaning Checklist for return of Security Deposit

Lounge and Kitchen

- _____ Return tables and chairs to original places
- _____ Wipe off all tables (remove all tape)
- _____ Wipe off all counters
- _____ Sweep and dust mop ballroom floor
- _____ Remove all garbage and take to garbage house
- _____ Wash and put away all dishes
- _____ Remove all your food items from refrigerator
- _____ Check stove and ovens are turned off
- _____ Sweep kitchen floor
- _____ Clean cigarette urns (located near pavilion)
- _____ Check all bathrooms
- _____ Make sure all toilets are flushed
- _____ Empty all wastebaskets
- _____ Pick up all debris
- _____ Turn off bathroom lights and lock doors
- _____ Turn off lights
- _____ Lock all doors
- _____ **Return keys immediately after event** (\$10.00 per day fee for keys kept after day of rental)

Cleanup must be completed and verified before cleaning fee is returned.