

___ LPOA Office
___ Service Center
___ Cleaning Personnel (*Original*)
___ Restaurant (*Lodge Only*)
___ Rental added to LPOA Calendar
___ Office Personnel Initial



Property Owners Association
22 W. LAKENGREN DRIVE
EATON, OHIO 45320
PHONE: 937/456-3173 FAX: 937/456-9671

LAKENGREN VALHALLA LODGE & MARINA BUILDING/SHELTER RENTAL AGREEMENT FORM

****ALL RENTAL FEES MUST BE PAID IN FULL & RENTAL FORM COMPLETED TO RESERVE ****

Name: _____ Lot #: _____

Address: _____

Phone: _____ Email: _____

Facilities Requested:

☐ **Lodge...** *Occupancy: Downstairs 97 – Upstairs 38 (10 Tables/80 Chairs) – *DO NOT USE Restaurant Tables/Chairs.*

Rental Fee: \$175.00 (Monday – Thursday) **Plus \$100.00 Deposit - Additional \$25.00 per hour after 6 hours**
\$225.00 (Friday, Saturday & Sunday) **Plus \$100.00 Deposit - Additional \$25.00 per hour after 6 hours**

☐ **Marina Building...** *Occupancy: 63 (6 Tables/60 Chairs) - Tables & chairs to remain inside building at all times.

Rental Fee: \$175.00 (Monday – Thursday) **Plus \$100.00 Deposit - Additional \$25.00 per hour after 6 hours**
\$250.00 (Friday, Saturday & Sunday) **Plus \$100.00 Deposit - Additional \$25.00 per hour after 6 hours**

☐ **Marina Shelter...** Occupancy: N/A – Picnic tables to remain under shelter.

Rental Fee: N/A – Included with Marina Building rental or may be reserved separately.

Date of Rental: _____

Time Facilities Needed: _____ *This will be the time the facility will be unlocked/locked for rental.
(START TIME) TO (END TIME)

Number Attending: _____ *Number attending must not exceed maximum occupancy of facility listed above.

Facilities being rented for: _____
(Type of function, i.e: Birthday Party; Wedding Reception; Anniversary, etc.)

ONLY LPOA MEMBERS IN GOOD STANDING SHALL BE ELIGIBLE TO LEASE THE LODGE OR MARINA BUILDING/SHELTER.

*** FEDERAL, STATE & OHIO GOVERNOR'S ORDERS REGARDING GATHERINGS MUST BE ADHERED TO AT ALL TIMES DURING RENTAL. FIRE AND SAFETY REGULATIONS OF THE STATE OF OHIO MUST BE COMPLIED WITH AT ALL TIMES.**

While groups are occupying the Lodge and Marina Building/Shelter, they are responsible to comply with all rules and regulations of the Lakengren Property Owners Association, Inc., which include, but are not limited to:

- 1. Kitchen Facilities: No kitchen facilities to be used at Lodge.
- 2. The Lodge/Marina Building may not be leased or subleased for a profit or for fund raising unless approved by the LPOA Board of Trustees.
- 3. Lodge/Marina Building is available for rent 8:00 A.M. until 2:00 A.M. With a maximum of six hours (this includes set up and cleanup time), or longer than six hours, if approved.
- 4. No **unsupervised** underage parties allowed.
- 5. No illegal drugs or substances will be permitted in the Lodge/Marina Building or on any LPOA property.
- 6. No illegal activity will be permitted in the Lodge/Marina Building or on any LPOA property, including gambling for any amount of money.
- 7. No alcoholic beverages permitted.
- 8. The Lodge/Marina Building are **Non-Smoking Facilities**.
- 9. Both the Lodge and Marina Building/Shelter must be cleaned and left in original order at the end of the event, or a **\$65/hr. cleanup fee and possible \$65/hr. maintenance repair fee will be imposed and/or loss of deposit.**
- 10. The LPOA member signing this agreement must be in attendance for the entire duration of the event/rental.

Any of the above that is not complied with at all times will give the LPOA Manager or LPOA Personnel the right to stop this event. This could result in the forfeiture of your deposit and/or refusal of any future rental requests.

As the authorized representative of the organization listed below, and as a member in good standing of the Lakengren Property Owners Association, Inc., I hereby agree to accept responsibility for my group, including liability for damages which might occur.

LPOA IS NOT RESPONSIBLE FOR ANY ACCIDENTS, DAMAGES, INJURIES, OR LIABILITIES WHILE RENTING THE LODGE OR MARINA BUILDING/SHELTER.

Property Owner/Tenant/Associate Member Signature

Date Agreement Signed

LPOA PERSONNEL WILL PERIODICALLY CHECK THE FACILITIES DURING LODGE/MARINA RENTAL.

COMMENTS REGARDING THE CONDITION IN WHICH FACILITIES WERE LEFT:

LPOA PERSONNEL SIGNATURE: _____

CLEANING CHECKLIST FOR RENTALS

Date of Rental _____

Renter Printed Name _____ Lot# _____

Instructions: Complete each applicable item and initial.

1. Place all trash in garbage cans located inside the building lined with black plastic trash bags. When the event is over, deposit the garbage bags into the blue Lakengren garbage totes located outside. Place new trash bags in the containers once emptied. Initial Here _____
2. Remove all tablecloths, balloons, streamers, signs, (especially) tape, etc. from the rental area. Initial Here _____
3. Thoroughly wipe off all tables and chairs. Please report any damaged chairs and/or tables. Initial Here _____
4. Leave tables/chairs and/or pool table & ping pong table in order of which you found them. Initial Here _____
5. Vacuum and/or sweep floors and rugs and empty vacuum. Initial Here _____
6. Mop floors using the Shark mop/vac combo. Dispose of mop pad after use & plug in Shark mop/vac to charge. Initial Here _____
7. Thoroughly clean sink and/or counter tops. Initial Here _____
8. Please remove all food from the refrigerator and/or microwave & clean after use (marina only). Initial Here _____
9. Clean inside and outside of glass doors (marina only). Initial Here _____
10. Return all cleaning supplies to their designated area after use. All supplies are the property of the LPOA. Initial Here _____
11. If applicable, tidy up the beach and picnic/shelter areas. Remove decorations and all trash/garbage. Initial Here _____

***DETACH AND LEAVE THIS INITIALED COPY ON THE BAR UNDER STAIRS @ LODGE
OR
ON THE COUNTER @ THE MARINA***

**FAILURE TO CLEAN & LEAVE INITIALED FORM MAY RESULT IN LOSS OF DEPOSIT.
CHARGE OF CLEANING FEES AND/OR MAINTENANCE REPAIR FEES.**