

**LTHOA COMMUNITY CENTER EVENT RENTAL/USE  
AGREEMENT**

REQUEST DATE: \_\_\_\_\_

ORGANIZATION OR MEMBER NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT EMAIL \_\_\_\_\_

CONTACT PHONE \_\_\_\_\_

DESCRIPTION OF EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ TIME OF EVENT \_\_\_\_\_

DEPOSIT \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_

IS EVENT OPEN TO LTHOA COMMUNITY? YES \_\_\_\_ NO \_\_\_\_

RENTAL FEE MEMBER \$50.00 - RENTAL FEE NON-MEMBER \$100.00

DATE DEPOSIT RECEIVED \_\_\_\_\_

DATE DEPOSIT RETURNED \_\_\_\_\_

ANY DAMAGES OR FACILITY NOT CLEANED AFTER USE? YES \_\_\_\_ NO \_\_\_\_

DESCRIPTION OF CONDITION OF COMMUNITY CENTER AFTER USE IF NOT LEFT AS  
REQUIRED: \_\_\_\_\_

A \$50.00 deposit is required (members) or \$100.00 (non-members) to hold the LTHOA Community Center. The fee for renting the community center is \$50.00 a day (members) or \$100.00 a day (non-members), paid in advance for reservation to be valid. If the Community Center is cleaned after use and if no damages are incurred during use, the deposit will be returned. The Community Center may not be rented out on days needed by the Harbor Social Group or if there may be a POA or Board meeting scheduled.

Rental includes use of the Center, tables, chairs, microwave, refrigerator and stove. Contents of closets and cabinets are not to be used (to include but not limited to plates, cups, napkins or eating utensils).

No alcohol, smoking or vaping is allowed in the park area and no alcohol, smoking or vaping is allowed in or around the Community Center. It is up to the renter to ensure that guests comply. Event must be closed if guests do not follow the rules.

Renter \_\_\_\_\_ Date \_\_\_\_\_

LTHOA Representative \_\_\_\_\_ Date \_\_\_\_\_