



CLUBHOUSE/PAVILION RENTAL AGREEMENT

Your rental reservation is from 9:00am – 11:00pm. The rental must be fully cleaned and checked out by security no later than 11:00pm. No extra time will be given.

- **No driving/parking of any vehicle or golf cart on the cemented areas or the beach. This includes loading and unloading vehicles.**
- Co-Owners(s) reserving the Clubhouse/Pavilion/Kitchen MUST BE PRESENT FOR THE ENTIRE DURATION OF THE RENTAL. Security can and will be conducting Co-Owner(s) checks to verify responsible parties are present.
- Co-Owner(s) and guests must vacate the rented area at the end of your reservation time slot.
- Cleaning and cleaning supplies are the responsibility of the Co-Owner(s).
- Damage exceeding the deposit will be billed to the Co-owner(s).
- The guest list must be submitted to Security no later than 7 days prior to the reservation date.
- Parking is to the right of the circle drive in the grass area behind the fence and in the large parking lot.
- **NO hanging ANYTHING on the Clubhouse walls! No tac's, tape or any other adhesive products will be tolerated.**

****All Association Activities take precedence.** When available, the Clubhouse and/or Pavilion are provided for rent for the use of deeded co-owners, whose dues are current. Disorderly behavior and vandalism will not be tolerated in any association area. Clubhouse rental agreements are available in the Business Office and on the Leisure Lake website (leisurelakemi.org). **Management reserves the right to close the facility due to vandalism, disorderly conduct, or severe weather; no refunds will be given. Management reserves the right to refuse any rental request.** By signing below, the renter agrees to all terms and conditions and cannot hold Leisure Lake Condominium Association liable for personal injury or damage to the co-owner and their guests.

Name: _____ Lot #: _____

Phone #: _____ Date of Application: _____

Co-Owner Signature: _____ Date: _____

Reservation Date: _____

Number of people attending: _____ (Maximum of 100 people for Clubhouse and 200 people for Pavilion Rental)

Clubhouse:

All day rental of the Clubhouse will be **\$100 + \$100** security deposit (due at the time of booking) = **\$200 total**

Pavilion:

All Day Rental of the Pavilion will be **\$25 + \$25** security deposit (due at the time of booking) = **\$50.00 total**

Clubhouse Booking Subtotal: \$ _____ Pavilion Booking Subtotal: \$ _____ Booking Subtotal: \$ _____

Office Staff: _____ Date: _____

Rental Amount Received: \$ _____ Deposit Amount Received: \$ _____



Clubhouse / Pavilion Rental Cleanup & Deposit Return Form

Cleanup Checklist

Clubhouse / Pavilion Cleanup Checklist

Renter Name: _____ Rental Date: _____

Kitchen

- ☐ Refrigerator
 - ☐ Stove
 - ☐ Countertops
 - ☐ Sinks
 - ☐ Kitchen Floor
 - ☐ Freezer
 - ☐ Trash/Kitchen
 - ☐ Hall Floor
-

Clubhouse

- ☐ Tables
 - ☐ Trash
 - ☐ Floor
 - ☐ Ceiling Fans (nothing stuck in them)
 - ☐ Decorations taken down
-

Bathrooms

- ☐ Bathrooms are in order
-

Pavilion

- ☐ No trash/glass/etc. on the ground
 - ☐ Trash cans emptied, everything removed and put in the dumpsters
 - ☐ Decorations taken down
-

Renter Signature: _____ Date: _____

Association Representative Signature: _____ Date: _____



Deposit Return Form

Renter Name: _____

Rental Date: _____

Deposit Amount Paid: \$_____

Checklist Returned: ☐ Yes ☐ No

Cleanup Completed Satisfactorily: ☐ Yes ☐ No (must have removed all trash, including bags, boxes and all food related items)

Deposit Refunded: \$_____

Deposit Return Method: _____

Renter Signature (for refund receipt): _____ Date: _____

Association Representative Signature: _____ Date: _____