

**CAMBRIDGE LAKES COMMUNITY ASSOCIATION
CLASSROOM - ROOM RENTAL AGREEMENT
INFORMATION FORM**

RESIDENT INFO:

NAME: _____

ADDRESS: _____ Pingree Grove, IL 60140

PHONE: _____ E-MAIL: _____

EVENT INFO:

DAY OF EVENT: _____ DATE OF EVENT: _____

PURPOSE OF RENTAL/TYPE OF EVENT: _____

ROOM REQUESTED: _____

SET UP TIME: _____ EVENT START: _____ EVENT FINISH: _____

NUMBER OF GUESTS: _____

(Due at least 7 days prior to Event)

WILL ALCOHOL BE SERVED AT YOUR EVENT? YES / NO

I am aware that ONLY a caterer can provide/serve alcohol at an event. _____
Owner Initials Today's Date

CATERER INFO:

NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

=====

****Please make checks payable to Cambridge Lakes Community Association****

******* OFFICE USE ONLY *******

DEPOSIT RECEIVED: Credit Card: _____ Check #: _____ Date: _____ **Staff Initials** _____

DATE OF CERTIFICATE OF INSURANCE RECEIVED: _____ Date: _____ **Staff Initials** _____

CATERER BASSET CERTIFICATION RECEIVED: _____ Date: _____ **Staff Initials** _____

(If alcohol is being provided by/served by caterer)

CAMBRIDGE LAKES COMMUNITY ASSOCIATION

Thank you for choosing Cambridge Lakes to host your event. Below are the policies set in place for booking a room within the Community Center. These rules are in place to allow residents' access to the Center and to address and prevent liability issues.

RENTING ELIGIBILITY: Room rentals may only be made by residents. The resident renter must be present at all times. Residents must be in good standing with the association in order to rent the facility. Purpose of rental is accepted at the discretion of the Facility. There needs to be only **one** contact person for each event. All fees (security deposit, room rental fee, set-up fee and cleaning fee if applicable) are due up front to confirm your reservation.

Absolutely no phone reservations will be taken.

AVAILABILITY: Room rentals are available on a first come, first served basis and must be approved in advance by the Community Manager.

Classroom Rentals: Rented on an hourly basis from **11:00 a.m. to 9:00 p.m.**

RENTAL FEES:

Classroom Rentals: \$10 per hour + \$50 security deposit.

LONG TERM RECURRING RENTALS: At least 50% of the group, club or organization must be Cambridge Lakes' residents. A roster of all group members must be submitted along with the agreement. Non-residents dropping off group, club or organization members CANNOT stay in the building during the meetings.

MAXIMUM NUMBER OF PEOPLE:

All Classroom Rentals: A maximum of twenty-five (25) are allowed.

Initial

FEE/AGREEMENT: To reserve the classroom, the full fee is required up front. The full fee consists of the \$50 deposit plus the \$10/hour for the number of hours your rental reservation is made for. Without the full fee the room will be offered to the next available resident **without notification**. The fee shall be deposited in a Cambridge Lakes bank account upon receipt. The fee is refundable if the event is cancelled (in writing) no later than thirty (30) days prior to the Event.

Initial

GUARANTEES: It is essential the RENTER provide the Cambridge Lakes Manager (in writing) with the final arrangements including basset certification and guest count no later than seven (7) days prior to the event.

Initial

FOOD: Food served is to be easy to serve items that do not require a warmer or burners, such as (but not limited to) pizza, sandwiches, salads, cake, etc.

CAMBRIDGE LAKES COMMUNITY ASSOCIATION

Initial

ALCOHOL: Alcohol may only be served if a licensed caterer provides & serves the alcohol. The caterer must also provide a copy of their basset certification along with their insurance certificate. If you serve alcohol and we do not have the COI on file, the police will be called to immediately shut down your party. The only exception to using a caterer for alcohol is if the owner (or a guest) has a basset certification, and they provide a copy of their certification ahead of time as well as a sign a waiver/indemnification agreement stating they will NOT consume alcohol for the entire duration of the event.

Alcohol cannot be sold at any function (or be included in the ticket price of function) unless the approved caterer has a license to do so.

If served, alcohol must remain in the Classroom ONLY. It is not permitted outside of the event room at any time, under any circumstances. This is a zero-tolerance policy. If guests take alcohol from the event into the hallways or common areas at any time, you will forfeit your security deposit.

Initial

EVENT LIABILITY: Facility RENTER accepts any liabilities arising from damage, loss or theft to the facilities caused by any person attending the event, or injury to any guests attending an event at the facility and the RENTER agrees the Association will be held harmless should any of the aforementioned occur during an event. Cost to repair damage to the Premises caused by anyone attending the Event will be charged to RENTER at actual repair or replacement costs plus a 15% handling fee.

Initial

PREMISES SECURITY: Cambridge Lakes Community Association assumes NO responsibility for damage or loss of any personal property, merchandise or articles left on the Premises. Facility RENTER and all event guests MUST follow any directions given by the on-site security guard and staff; from noise complaints to guests not staying in the classroom.

Initial

OTHER ROOMS/HALLWAYS: All other rooms other than the room rented as noted herein on the premises (with exception of the restrooms) are **OFF LIMITS** to guests including, but not limited to the gymnasium, pool, game room, fitness center, and lobby.

- If event guests are Cambridge Lakes homeowners, this rule applies to them as well, they are considered party guests for the duration of the event.
- Hallways must be kept free of tables, chairs, food and/or warming ovens.
- **If this rule is broken the RENTER forfeits the entire deposit.**

Initial

POOL ACCESSIBILITY: Under no circumstances is the pool available to the guests attending a rental function nor is the renter to leave the rental function to use the pool or for any other purpose at any time.

Initial

DECORATIONS: The affixing of anything to the walls, floors, or ceiling using nails, staples, tape, tacks or other substances are prohibited. Painters tape is permitted. Candles, confetti, birdseed, rice and other such materials are not permitted on the Premises.

CAMBRIDGE LAKES COMMUNITY ASSOCIATION

Initial

EVENT TIMING: The premises MUST be vacated promptly at the times scheduled and agreed to in advance with the Cambridge Lakes Community Manager. Event Room(s) are not available for use later than the times scheduled. If premises are not vacated at the scheduled time renter forfeits the ENTIRE deposit. Admission to the Event Room(s) will be allowed prior to the Event's starting time for decorating purposes, **if approved by the Cambridge Lakes Community Manager in advance.**

Initial

CLEANING FEES: The Cambridge Lakes cleaning service may be requested thirty (30) days in advance of the event for an additional "Cleaning Fee" of One Hundred Dollars (\$100). If the Cambridge Lakes cleaning service is not requested but is needed after the function, the RENTER shall automatically forfeit their Deposit. If RENTER elects not to use the Cambridge Lakes cleaning service and performs the cleaning themselves, the Deposit shall be returned provided all the following are completed to the Cambridge Lakes staff satisfaction:

- Floor must be swept and wet mopped if needed.
- All tables and chairs must be clean and returned to original placement.
- All Event decorations must be removed from the Premises.
- All garbage must be placed in outside dumpster.
- Kitchen must be clean and void of all food and beverages.

Failure to return the room to the same condition that it was accepted for as above will result in partial or entire loss of security deposit.

Yes, facility RENTER plans to clean after the Event and acknowledges what is required to get deposit refund. Cambridge Lakes may still use part or all of the deposit if, in the sole judgment of the Cambridge Lakes Community Manager, additional cleaning is required.

OR

No, facility RENTER does not plan to clean after the Event and agrees that Cambridge Lakes may use all or part of the Deposit for set up and take as well as cleaning costs.

BY SIGNING THIS DOCUMENT, YOU AGREE TO ALL TERMS AND CONDITIONS STATED WITHIN THE CAMBRIDGE LAKES COMMUNITY ASSOCIATION ROOM RENTAL AGREEMENT. **IN ADDITION, BY SIGNING BELOW, YOU UNDERSTAND THAT YOU WILL BE HELD RESPONSIBLE FOR THE ACTIONS OF YOUR GUESTS IN ATTENDANCE AT YOUR EVENT.**

AGREED TO AND ACCEPTED THIS CONTRACT _____
(TODAY'S DATE)

FACILITY RENTER SIGNATURE: _____

FACILITY RENTER PRINTED NAME: _____

CLCC REPRESENTATIVE SIGNATURE: _____