



Clubhouse Rental Form

Cost & General Guidelines

\$150.00 for 40 people or less **\$200.00 non-members**

\$300.00 for more than 40 people (maximum 75 people allowed) **\$400.00 non-members**

- Please pay the clubhouse rental fee to the front desk staff on the day of the rental.
- Rentals are generally at a maximum of **5 hours** - let us know if you want more time.
- The host is responsible for setting up and cleaning up after the function. The clubhouse must be cleaned the same day as the party.
- The pro shop will put up a sign indicating that a function is ongoing.
- **Access Gate Policy:** After the gate is opened only to unload items for the function, the gate will be closed and locked at all times.
- **Non-Smoking / Non-Vaping Facility:** LRC is strictly a non-smoking and non-vaping facility. No cigarettes, cigars, or e-cigarettes are permitted on Club grounds.

Alcohol Policy for Rentals

- **Permitted Use:** Members and guests are allowed to consume alcohol during rentals, provided they drink responsibly.
- **Host Responsibility:** The renting member is strictly responsible for the conduct, alcohol consumption, and policy adherence of all guests and attendees brought onto Club property.
- **Inconvenience & Safety Rules:** Any member or guest who is visibly inebriated will be asked to leave the Club immediately.

Event Information

Name of Member to be charged: _____

Event: _____

Date of Rental: _____

Time Slot: _____

Number of People (Max 75): _____

Phone #: _____

Emergency Contact Information

Name: _____

Phone #: _____

Secondary #: _____

Email: _____

Any medical conditions and/or allergies:

Host Requirements & Acknowledgments

Initials	Requirement / Acknowledgment
[]	Guest List: Host must submit a full guest list to the pro shop prior to the event.
[]	Waivers: Insurance requires that every guest must sign an individual or family household waiver.
[]	Gate Policy: Gate will remain closed and locked at all times, opened only temporarily to unload items for the function.
[]	Setup & Cleanup: Host is responsible for all event setup and complete cleanup on the same day.
[]	Code of Conduct: Host agrees to LRC Overview Map and Code of Conduct.
[]	Alcohol & Smoking Policies: Host agrees to strictly enforce the Alcohol Policy and the Non-Smoking/Non-Vaping policy for all attendees.

Additional Comments or Requests

Liability Release

I hereby release the Lakewood Racquet and Sport Club of all responsibilities and liabilities in case of injury to any attendees.

Signature: _____

Date: _____

Indoor Courts & Exercise Facilities

(Guests are not permitted to enter or use without an additional rental)

Racquetball Rooms & Ping Pong Table

(Can use if 13+ years old, or with adult supervision)

Pool

(Available to your guests 11am-8pm)

Clubhouse & Patio
(Full Access)

Pickleball Court, Field Games, & Field Area

(First Come, First Served)

LakeWood Racquet & Sport Club

Color Key

- Full Access
- Available to use
- First Come, First Served
- Age Restriction
- No Access

Field Area

(First Come, First Served)

Six Outdoor Tennis Courts

OUTDOOR COURT RENTAL:

- \$250 half-day rental
- \$500 full-day rental

(First Come, First Served if not already reserved)

Google Maps

Code of Conduct and Anti-Harassment Policy

Lakewood Racquet Club (LRC or Club) is committed to providing a welcoming environment for staff, members and guests. To ensure safety and comfort, LRC requires all individuals to act in accordance with LRC rules and standards set forth below when present at the Club. All persons using and/or working at the Club are expected to behave in a mature and responsible way and to respect the rights and dignity of others. We do not permit language or any action that can hurt, threaten, insult, abuse, frighten, belittle, or unlawfully discriminate against another person in any manner, or which otherwise generally falls below a generally accepted standard of conduct. As such, the LRC Board of Directors (Board) has adopted the following rules and policies, applicable to anyone present at the Club.

All members and guests at the Club:

- Shall follow and abide by any written or oral instructions or directives given by Club staff, Board of Directors, and/or management.
- Shall not engage in any behavior that will damage the reputation of the Club as a family-friendly environment, either orally or through social media.
- Shall maintain proper etiquette and decorum while on courts. Including (but not limited to), throwing racquets, using excessive profanity, and/or engaging in verbal abuse of your playing competitors and/or partners is prohibited.
- Shall treat all members, guests, and staff members with respect, and refrain from any conduct or comments which a reasonable person would deem offensive or otherwise inappropriate.
- Must keep cell phones, laptops and similar electronic devices on “silent” or “vibrate” (especially when on the courts) to avoid disturbing others, unless necessity dictates otherwise.
- Must wear appropriate attire at all times. No jeans in the fitness center. Court shoes are required on tennis and pickleball courts.
- Must ensure that children under seven (7) years old are accompanied by someone at least (12) years old at all times. Children under 13 must be accompanied by a parent at the pool. However, parents are responsible for their children’s behavior. Disruptive behavior will not be tolerated.
- May not use any illicit or illegal drugs while at the Club.
- If drinking alcohol, shall be responsible for such use. Members and guests who are visibly inebriated will be asked to leave the Club.
- Should direct any concerns, problems, or other comments about the Club or another member (or guest) to a staff member at the front desk or to the Club Manager.

Disciplinary Actions for Code of Conduct Violation

- 1st violation: The offender will receive a verbal warning and if warranted, an immediate ejection from the Club.
- 2nd violation: The offender will be immediately suspended from the Club for 30 days and a written slip explaining the violation will be issued. Monthly dues will still apply.
- 3rd violation, the offender's membership will be canceled. The individual MUST wait a minimum of twelve (12) months from time of expulsion before reapplying.
- Any violation following reinstatement, the offender's membership will be canceled and the member will be permanently banned from the LRC Club and property.

During suspensions, monthly dues will continue to be charged. Dues will not be prorated or refunded.

All violations will be reported in writing to the violator and kept on file at LRC. In extraordinary circumstances, the Board may, in accordance with and subject to Article V, Section 7 of the Bylaws, vote to suspend or terminate membership regardless of whether it is the first or second violation.