

**Application for Clubhouse Rental Agreement**

**APPLICATION FOR USE AND RENTAL  
AGREEMENT OF WOODMORE TOWNE CENTRE AT GLENARDEN  
CLUBHOUSE FACILITY**

Resident's Name \_\_\_\_\_

Contract Date \_\_\_\_\_ Event date \_\_\_\_\_

Address \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_

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Hours:

Event: From \_\_\_\_\_ to \_\_\_\_\_

Deposit: \$250.00

Rental Rate: \$400.00

Type of Event: \_\_\_\_\_

Deposit Received \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date/Receivers Initials \_\_\_\_\_

Rent Received \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date/Receivers Initials \_\_\_\_\_

**THE PREMISES MUST BE VACATED NO LATER THAN 10:00 P.M. SUNDAY  
- THURSDAY AND NO LATER THAN 1:00 A.M. FRIDAY AND SATURDAY**

Applicant's Initials \_\_\_\_\_ Date \_\_\_\_\_

**INDEMNIFICATION:**

In exchange for permission of the Board of Directors of the Woodmore Towne Centre at Glenarden Homeowners Association (“Association”) to rent the recreation facilities, I/We do hereby agree as follows:

I/We shall hold harmless and indemnify the Association, and, its officers and directors, both individually and collectively, from and against any and all liabilities, costs, damages, expenses, and any attorneys’ fees or costs of defense resulting from or attributable to any and all acts and omissions of mine/ours and by my/our guests and invitees, pertaining to the use of the Association Clubhouse recreational facilities, including, but not limited to, damage or injury to mine/our guests, or attendee’s person, possessions, or property.

I/We accept full responsibility for maintaining the condition of all property (building, carpeting, furniture, appliances, etc.) as originally provided at the time of the pre-event inspection. I/We fully understand that if the property is not in the condition as it was at the time of the pre-event inspection, the security deposit will be forfeited, to the extent necessary to return the facilities to its pre-event condition. In the event damages exceed the total dollar amount of the security deposit, I/We hereby accept full responsibility for the payment of all damages over and above the amount of the security deposit.

I/We agree to pay all reasonable costs, attorneys’ fees, and expenses that shall be incurred by the Association if legal action is taken to enforce the terms of the Clubhouse Agreement.

I/We have received a copy of, and agreed to abide by, the Clubhouse Use Agreement which contains rules and regulations of the Association concerning the Clubhouse. I/We understand that failure to comply with these procedures, rules and regulations may result in the loss of our right to use the Clubhouse.

\_\_\_\_\_   
Date

\_\_\_\_\_   
Applicant Signature

Applicant’s Initials \_\_\_\_\_ Date \_\_\_\_\_

## Use of the Clubhouse

The Clubhouse is for the exclusive use of the Members of the Association.

The Clubhouse may be used by the Members for recreational and social activities. The areas may be reserved by the aforementioned provided the Conditions included in the Clubhouse Use Agreement are observed. A copy of the Clubhouse Agreement is attached hereto as "Exhibit A". Non-compliance with the Conditions will result in loss of deposit. Any charge incurred to return the facility to the original condition will be deducted from your deposit and you could lose the right to use the Clubhouse for future events.

### **a. Procedures, Rental Fees, and Deposit:**

- i. **Rental Application and Member Identification:** Residents interested in renting the Recreation Center must complete an Application for Use and Rental Agreement. Identification with proof of residency or ownership must be presented when presenting the application.
- ii. **Application Deadline:** The request must be made with the Association Representative at least three (3) weeks in advance and must be accompanied by full payment of the security deposit and rental fee and must be in the form of personal check, certified fund check or money order.
- iii. **Areas Included in Rental Booking:** The areas included in the Clubhouse rental are the party room and the kitchen. Use of the pool area, gym or any other outdoor space is prohibited.
- iv. **Cancellation Policy:** Cancellations made less than three (3) weeks prior to the scheduled rental will be subject to a cancellation charge of 25% of the security deposit. Cancellations made less than two (2) weeks prior will be subject to forfeiture of 50% of the deposit. Cancellations less than one week will be subject to forfeiture of 75% of the deposit. The rental fee will be returned in its entirety in the event of cancellation.
- v. **Rental Fees:** The Rental fee is \$400.00. Rental fees are subject to change without notice. The rent is due with the completed application and will be immediately deposited upon receipt. Checks and Money Orders are to be made payable to the Association. Partial rental fees will not be refunded due to vacating the premises early. The rental times stated on the application include a post event inspection. In the event a party is not concluded by the time stated on the contract, rent will be charged at a rate of \$125.00 per hour or any fraction thereof until any additional cleanup is completed.
- vi. **Security Deposit:** The security deposit of \$250.00 is due upon signing of the contract and will be cashed immediately. The event date and application will not be approved until the complete security deposit, rental fee and signed application is received. The

Applicant's Initials \_\_\_\_\_ Date \_\_\_\_\_

form of payment must be either in personal check, certified fund check or money order. The security deposit is refundable provided the Clubhouse is returned to its pre-rental condition and all other Conditions have been complied with. Deposit refunds or portions thereof will be mailed to the Member's address within 21 days after the event.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

2200952

Applicant's Initials \_\_\_\_\_ Date \_\_\_\_\_