

Williamson Run H.O.A., Inc.

Clubhouse Rental Agreement

This Agreement is made and entered into this _____ day of _____, 20_____, by and between the Williamson Run H.O.A., Inc. (Hereafter referred to as "Owner"), and _____ a member of the Williamson Run H.O.A., (hereafter referred to as "Member"):

1. Owner agrees to let and Member agrees to lease the Williamson Run Clubhouse ("Clubhouse") for the purpose of _____ ("the Rental Event") on _____, 20_____, between the hours of **9:00 A.M. and 9:00 A.M.** ("the Rental Period") for the cost of **\$150.00** (March through December) or **\$200.00** (January through February), to cover the rental fee ("Rental Fee"), plus **\$100.00** deposit ("Deposit") to be applied against any damage that may occur during the Rental Period, but which deposit to be returned if no damage occurs. A portion of the Deposit may be retained if the clean-up requirements as specified in Section 2 of the Williamson Run Clubhouse Rental Policies which are attached to this Rental Agreement and incorporated herein, are not fulfilled. Member shall be solely liable for any and all damage caused to any part of the Clubhouse during the Rental Period, including, but not limited to damage to the structure, it's appurtenances, fixtures, utility lines or any floor coverings or furnishings contained therein. In the event damage resulting from use shall exceed the amount of Deposit, Member agrees to pay any and all additional costs of repair or replacement of the damaged property.
2. Member herewith releases and agrees to indemnify and hold harmless Owner from and against all damage, arising from or connected with Member's use of the Clubhouse, including without limitation, any damage to property. If Owner shall become a party to litigation commenced by, or against Member, then Member shall indemnify and hold Owner harmless. Member expressly does hereby release Owner from damages of property on or about the leased premises resulting from any cause whatsoever, other than the sole gross negligence of the Owner, during the Rental Period.
3. Member accepts the Clubhouse as is, and agrees to use the facility for the stated purposes and in such a manner as not to cause any waste, damage, or create a nuisance of any sort. In the event the activities of the Member shall cause a nuisance or disturbance to any persons in the surrounding area, Owner shall have the right of immediate termination of this Agreement and the Member and Member's guests or invitees shall immediately vacate the Clubhouse, without refund of Rental Fee.
4. Member represents that the number of persons present at the Rental Event will not exceed **75**. Member and guests are to confine their activities to the Clubhouse **upper level only**, as this Agreement **DOES NOT** allow use of the swimming pool or the lower clubhouse area.
5. Member agrees to collect all trash, including cigarette butts, in plastic bags which are provided, and to place all trash in the large trash containers on the south side of the parking lot or as otherwise provided. Upon expiration of the Rental Period, Member shall surrender the Clubhouse to Owner in the same order and condition in which it existed prior to the Rental Event. As such, Member is

also responsible for cleaning the clubhouse following the event. Member is responsible for all cleaning materials and equipment.

6. Member agrees to be present and act as host during the Rental Period.
7. If, in the sole discretion of the Owner, the Rental Event will be primarily attended by persons under the age of twenty-one (21), then adult chaperons must be present during the Rental Event as follows:



Up to 40 guests - two (2) resident owner chaperon couples



40 to 75 guests - one (1) additional adult chaperon



Member shall provide the following information on chaperon(s):

<u>Resident Owner Chaperon Couples' Name</u>	<u>Address</u>	<u>Email & Phone #</u>
_____	_____	_____
_____	_____	_____

<u>Resident Owner Chaperon Couples' Name</u>	<u>Address</u>	<u>Email & Phone #</u>
_____	_____	_____

Williamson Run H.O.A., Inc.

Policy, Procedures, and Rules

A. Reservations

1. Reservations are taken on a first come, first serve basis.

Sentry Management
8425 Keystone Crossing Ste 108
Indianapolis, IN 46240
317-251-9393 Ext 54502
Monday thru Friday - 9 a.m. to 5 p.m.

B. Rental Fee:

Rental - \$150.00 March - December
\$200.00 January - February
Deposit - \$100.00

The Rental and Deposit must be written on two (2) separate checks made out to Williamson Run.

Sentry Management will deposit your Clubhouse Rental check and hold your Deposit check. Following your event, given that the facility is left in good and clean order, your deposit check will be shredded. Should the facility not be left in good and clean order, the deposit check will be cashed and the funds used to pay a professional to correct any issues.

REMEMBER!

Your reservation is **not** confirmed until your signed Rental Agreement, Deposit and Rental Fee is received by Sentry Management.

C. Rental Times:

9 a.m. to 9 a.m. (24 hours)

D. Clubhouse Entry:

A Sentry Representative will provide you with a code for accessing the clubhouse via email at least 24 hours before your event is to take place.

You may **not** enter the Clubhouse until 9 a.m. on the day of your scheduled event.

If another Member has rented the Clubhouse the day prior to your event, they have until 9 a.m. the following day to complete their clean up.

E. Clubhouse Access:

When you reserve the Clubhouse, you are reserving the upper portion of the Clubhouse **only**.

The lower area of the Clubhouse is **off limits** to your event.

If additional tables are needed, you may enter the lower level during your set up to obtain tables.

NOTE: Please remember to re-lock the door at the bottom of the stairs to prohibit access to this area.

F. Prior to Your Event:

Inspect the Clubhouse prior to setting up for your event.

If there are any discrepancies in the Clubhouse upon your arrival, contact Sentry Management **immediately**.

G. Following Your Event:

The purpose of the attached checklist is to assure that the Clubhouse is returned to the required condition as outlined on the inspection checklist form. Those who use the Clubhouse will be responsible for all furnishings, accessories, and cleaning equipment found in the Clubhouse.

After each use, the Clubhouse will be inspected by the Board of Directors for Williamson Run. Items in the list below will be judged as Satisfactory, Unsatisfactory, or Damaged.

H. Clubhouse Rules

- a Clubhouse rental is for private social events.
- b Unauthorized activities **not** permitted are:
 - Promoting or advertising outside of Williamson Run
 - An attendance charge
 - Fund-Raising events without prior written authorization from the Board of Directors
- c All party and other functions must be concluded by 1:00 a.m.
- d The Clubhouse must be cleared of all guests by 1:00 a.m.
- e Throwing of rice or confetti is prohibited.
- f **NO** glue nails, or tape will be used on the walls or ceilings.
- g There will be **NO SMOKING** permitted anywhere inside the clubhouse.
- h The Member will be deemed responsible for all damages, including theft and property damage during the reservation period caused by persons who attend or participate in the function at the Clubhouse.

I. Agreement

Agree to return the Williamson Run Clubhouse to the same condition in which I found it before I used it. If the post event inspection indicates a failure to comply with any of these guidelines, I understand that I will forfeit all or part of my deposit, and possibly forfeit my rights to future use.

Member Name (please print)

Date

Member Signature

Email & Phone #

Williamson Run H.O.A., Inc.

Checklist

The purpose of the attached checklist is to assure that the Clubhouse is returned to the required condition as outlined on the inspection checklist form. Member is responsible for all cleaning materials and equipment.

Date of Event: _____ Homeowner: _____

Area of Inspection	Satisfactory	Unsatisfactory	Damaged
Front Entrance - exterior - all trash, debris, and cigarette butts are picked up from the steps, fountain area, lawn, and ash trays.			
Front Entrance - interior - entry table clean and tile has been swept and/or mopped			
Stairwell - vacuumed - no nicks or gouges on the walls leading downstairs to the basement - door leading to lower level is locked			
Restrooms - toilets clean and in working order, counters and mirrors wiped off, trash removed from container, floor tile has been swept and/or mopped			
Den - furniture, window treatments, and furnishings in proper arrangement, deck door is locked carpet is free of stains and has been vacuumed			
Great Room - furniture, window treatments, and furnishings in proper arrangement, deck door is locked carpet is free of stains and has been vacuumed			
Thermostat - set at 66 in winter and 82 in summer before leaving.			
Kitchen - refrigerator personal belongings removed and wiped out - stove & microwave - wiped inside and out sink - scrubbed and wiped clean - counter tops - wiped clean - cabinets - personal belongings removed and wiped clean - trash has been removed			
Other - no other trash or debris found inside the clubhouse doors locked no signs of glue, tack, nail, or tape used on walls or ceiling			

ADDITIONAL COMMENTS:

Deposit Return Authorization: _____ Yes _____ NO

If no, please explain the reason(s) _____

Association Official

Date

updated: 03/16/2022