

Wellington Homeowners Association of Polk County Inc.

315 CORNWALLIS DRIVE, DAVENPORT, FL 33897

OURWELLINGTONHOA@OUTLOOK.COM

Request for Use of the Clubhouse

Contact Information
Name:
Address:
Email Address:
Phone Number:
Event Information
Desired Date:
Desired Time:
Purpose of Event:
Approximate Number of People:
Will food and drink be served?
Please complete this form, scan a copy, and email to: ourwellingtonhoa@outlook.com
Your request must be made at least 2 weeks (14 days) prior to the date of the scheduled event. No exceptions. Availability is on a first come, first serve basis. Approval will be made via email.

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Community Center Rental Agreement

- Reservation dates are to be confirmed only upon receipt of all applications and associated fees
 - A formal confirmation will be delivered via email after receipt of application and fees
 - Failure to comply with this agreement in full will result in forfeiture of the rental agreement
1. The Community Center may be reserved by any Wellington Homeowner Association member or public of at least 21 years of age, for the purpose of hosting an event.
 - a. A member/ resident/ public who is delinquent in any assessment or fine will be denied the reservation or use of the Community Center. The payment records will be checked when the completed reservation form and proper payments are received in the Wellington Homeowner's Association office. Owners who have a delinquent assessment outstanding balance will have their fees and applications returned. If the Wellington Homeowners Association becomes aware that an owner has become delinquent in payments after making a reservation, the event and the reservation will be cancelled, and the fees will be returned to the owner.
 - b. The reserving member must be always present at event.
 - c. Reserved functions for persons under the age of 21 must be chaperoned by the reserving resident.
 - d. The reserving member will be responsible for all damages that occur as a result of the event.
 - e. Member residents are not permitted to sublet the Community Center.
 - f. The Board of Directors reserves the right to deny a rental for any reasonable cause.
 - g. The Community Center parking area may not be used for any purpose, other than parking for event scheduled.
 2. Reservations are accepted on a first come, first-serve basis.

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3. Per local fire ordinance, only 106 persons are allowed in the Community Center at one time.
4. Hours: The facility may be rented **Sunday- Saturday 10AM-10PM**.
5. After 10:00 PM all doors and windows should be closed, and any music turned down and contained to appropriate levels with the building.
6. Reservations are to be made through Wellington Homeowner's Association. For residents there will be a fee of **\$100.00 (rental from 10AM-10PM)** For non-residents there will be a fee of **\$275.00 (rental from 10AM-10PM)**. The rental fee will be used to defray the cost of the Community Center utilities and general maintenance.
7. There will also be a **refundable deposit of \$250.00** payable by a separate money order to the Wellington Homeowner's Association of Polk County, Inc. **ONLY** form of payment accepted for deposit is a **MONEY ORDER**. The deposit is only refunded if the reserving member/resident complies in full of this agreement. Failure to fully comply with the terms contained herein may result in a forfeiture of all or a portion of the deposit.
8. Reservations will be firm only if rental fee and deposit are submitted.
9. **PARKING** is **NOT** allowed on the grass. Parking is only allowed in spaces available. If more parking is necessary, we ask for guests to park at their home in the subdivision or along the Community Center/ pool side of Cornwallis side **ONLY** following the Wellington Homeowner's Association of Polk County, Inc. covenants, conditions, and restrictions.
10. **NO ALCOHOL or DRUG RELATED SUBSTANCES** permitted on the property.
11. **NO** pets are allowed in the Community Center (except for Service Dogs)
12. Tape and staples should **NOT** be applied to walls or ceilings.
13. **REFUND POLICY:** Cancellations made 10 or more days before the event will be subjected to full refund. Cancellations made 10 or less days before the event will not be refunded the deposit.
14. Member/ resident assumes all risk of loss and damage to the Community Center and personal property therein from any cause including fire, smoke, water, and/or theft.
15. Member/ resident shall indemnify the Wellington Homeowner's Association of Polk County, Inc. against all claims, actions, proceedings,

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cost, damages, legal fees, and liabilities of any nature whatsoever, connected with or resulting from the use of the Community Center.

16. If an action is filed in relation to this agreement and the member/resident is unsuccessful in such action, member/resident shall incur all legal costs. In addition, member/resident will be called upon to pay reasonable attorney fees to the Wellington Homeowner's Association of Polk County, Inc. regardless of which party institutes such action.
17. ALL TRASH MUST BE REMOVED FROM BUILDING AND ITS PERIMETER.
18. The Association checklist has been completed and I certify that it is correct.

Member/resident has read this agreement and by his/her signature agree to all terms and conditions:

Resident/Non-Resident Signature: _____

Resident/Non-Resident Printed Name: _____

Date: ____/____/____

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I, the undersigned, acknowledge receipt of the keys to the Wellington Community Center for use on designated dates.

At the completion of use, I will return the key to a representative of the Homeowners Association. Additionally, I will complete all items on the Community Center Inspection Checklist and understand that the failure to unsuccessfully complete all items on the checklist to the full satisfaction of the Homeowners Association representative will result in forfeiture of my deposit of \$250.00. This is due to improper cleanup of the facility. More charges may be applied if during inspection there are other forms of damage.

Name:
Date & Time of Use:
Signature:

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Member/ Resident: Upon completion of your use of the Community Center, complete this checklist and return it along with the key to the Community Center to a representative of the Homeowners Association.

- All trash has been bagged and removed from the clubhouse interior and exterior.
- All food and beverages used for event has been removed from the Community Center refrigerator and freezer.
- Clubhouse chairs and tables have been returned to their storage positions.
- ALL furniture has been returned to their original positions.
- Kitchen countertops have been sanitized and cleaned
- The floor has been swept and mopped (if necessary) and left free of all crumbs, paper, and all other debris.
- All windows have been checked for sticky tape.
- All lights and fans have been turned off.
- All furniture and furnishings are in their original condition and have not been damaged.
- The sound system, has been cleaned, packed away, and is not damaged – returned in working conditions with all cables and ancillary parts.
- The front door has been locked along with all other doors are closed.
- There is no damage or marks on floors, walls, windows, or the ceiling.
- The kitchen and restrooms have been cleaned and sanitized.
- This inspection checklist has been completed and signed.

HOA Representative Name: _____

HOA Representative Signature: _____

Date: ____/____/____