

Westlake Villas Community Association

Facilities Rental Application

CLUBHOUSE_____ MOVIE ROOM_____ CONFERENCE ROOM_____

Homeowner/Tenant Name: _____ Unit #: _____

Phone Number: _____ Alt: Number: _____

Date of Event: _____

Facilities Rental hours are between 8:00 AM – 8:00 PM.

Event Start: _____ Event End: _____

Type of Event: _____

Estimated # of Guests for:

Whole Clubhouse Rental _____ (MAX OCCUPANCY 150)*

* Room Rentals with over 30 guests will require security personnel.

Movie Room Rental _____ (Residents of the Unit + 4 Guests) *A One Day Events Policy is required for more than 4 Guests

Conference Room Rental _____ (MAX OCCUPANCY 25)

Use of Kitchen? YES NO **Use of Tables/Chairs?** YES NO **Entertainment?** YES NO **Alcohol?** YES NO

If you will be having alcohol at your event please closely review the Alcohol Guidelines regarding the required liability insurance & security service.

I understand I (or another adult member of my household) must be present for the entire event.

I understand that room rental does **NOT** include use of other inside or outside amenities.

I have received a copy of the Rental Guidelines & I understand that if I do not follow the stipulated regulations, or if I provide incorrect information on my application, Westlake Villas Community Association reserves the right to cancel my function or withhold a portion or all of the rental deposit.

This rental is subject to a \$50.00 cancellation fee if the rental is canceled within (1) one week of the rental date or (3) weeks for Holiday parties.

The reservation is not confirmed without written authorization from Westlake Villas Community Manager.

Member Signature: _____

Date: _____

Reservation Approved By: _____

Date: _____

Homeowner/Tenant Initials: _____

Staff Member Initials: _____

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OFFICE USE ONLY

Refundable Deposits		Date Received	Management Initial	Date Returned	Management Initial
Unpermitted Alcohol Use/ Cleaning/ Damage & Security Deposit	\$300.00				

Whole Clubhouse	\$50.00 Per-Hour	X		=	\$
Cleaning Fee	\$50.00 Flat Rate	X		=	\$
Movie Room	\$20.00 Flat Rate	X		=	\$
Conference Room	\$50.00 Flat Rate	X		=	\$
			Total Rental Cost	\$	

(Deposits are if the room is returned in the condition in which it was rented)

Check # for Deposit

Check # for Payment

Homeowner/Tenant Initials: _____

Staff Member Initials: _____

Westlake Villas Community Association

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FACILITY RENTAL LIABILITY WAIVER

I acknowledge and agree, on behalf of myself and my families that the use of Westlake Villas Clubhouse, grounds and landscape areas located in Westlake Villas Community Association involve potential risk of serious physical injury to a person undertaking these activities, or using these athletic and recreational facilities. I fully understand that activity upon Westlake Villas Community Association property may, by its very nature, be hazardous and can lead to me, my family, my guests, and/or damage to my property.

I understand that by signing this for me and my family, I agree to assume the risk of potential injury, to which I am voluntarily exposing myself, my family and my guests, by participation in social or recreational activities at the facilities of Westlake Villas Community Association.

On behalf of myself, my family and my guests, I release from liability and hold Westlake Villas Community Association harmless for any damage, injury and/or claim of any kind, whether to person or property as a result of such activities, and waive my claims, that I, my family and/or my guests may otherwise have or acquire against Westlake Villas Community Association, its officers and directors, agents, or employees for any injury occurring to me, my family or to my guests whether to person or property as a result of any use of Westlake Villas Community Association property or participation in athletic or recreational activities on the facilities and grounds of Westlake Villas Community Association located in Sacramento, California.

I have read the Rules and Regulations, the Rental Guidelines and the Rental Liability Waiver. I accept the liability for damage to Westlake Villas Community Association property and for injury to persons admitted to the facility. I understand that in the event I, my family and/or guests violate any of the regulations, or if I provide inaccurate information on my application, Westlake Villas Community Association reserves the right to cancel my function at any time, charge any and all expenses incurred and deduct any fines and/or penalties incurred by this violation from my security deposit.

SIGNATURE _____ DATE _____

PRINT NAME _____

UNIT NUMBER _____

Homeowner/Tenant Initials: _____

Staff Member Initials: _____

Westlake Villas Community Association

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Insurance Requirements

An event Insurance rider in the amount of \$1,000,000 with the Westlake Villas Community Association named as the loss/payee/additional insured must be provided in order to rent the Clubhouse. If alcohol is to be provided during the event, coverage must be included on the event insurance.

Rental Fees & Deposits:

- ♦ \$300.00 Check – Cleaning/Damage Deposit/Use of Alcohol without insurance requirements
(Deposits are refundable within seven (7) days of the rental if the room is returned to the condition in which it was rented)

* Cleaning, Rental and Security deposit (if applicable) checks must be presented to staff at the time application is given in order to secure event (No Cash or Credit Cards).

Whole Clubhouse Occupancy / Room Size:

- ♦ 150 Persons

Whole Clubhouse Rental Includes Use Of:

- ♦ 8 Folding Tables
- ♦ 30 Folding Chairs
- ♦ 1 Kitchen
- ♦ TV Room
- ♦ Conference Room

Patrol Information:

Sacramento Protective Services: 916-575-9900

- ♦ Management will ask security to arrive during your event to complete a head count of guests. If there are more than 30 guests at your event, the Association reserves the right to fully hold your cleaning deposit without refund.
- ♦ Security will arrive at the end of your event rental to secure the building. Please ensure you have completed your clean up and the building is empty at that time.

Homeowner/Tenant Initials: _____

Staff Member Initials: _____

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Homeowner/Tenant Event Rules

1. The Clubhouse must be cleaned and vacated when your scheduled event time is over.
2. A cleaning/damage deposit of \$300.00 is required and will be returned if the Clubhouse is left clean and undamaged.
3. All furniture must be returned to its original location.
4. No alcoholic beverages will be sold or use of keg beer will be allowed at events. Alcohol only allowed with proof of \$1,000,000 liability insurance. If alcohol is discovered to have been served at the event, the homeowner may receive a violation at the Boards discretion.
5. The Clubhouse is not available for rental on the last Tuesday of each month.
6. Renters of Westlake Villas Community Association are required to have written permission from the Homeowner of the unit in order to rent the Clubhouse.
7. Rental area is restricted to the Clubhouse only. Use of other facilities such as the **gym or pool is strictly prohibited.**
8. Cleaning supplies will be provided in the kitchen area. These items are provided as a convenience only. Ultimately the cleanliness of the facility is the responsibility of the renter.
9. Trash – All Clubhouse Rental Waste/Trash must be taken to and left by the gated trash area behind the Clubhouse, located near the pool and gym entrance.
10. No amplified music past 8:00 PM. Music must be played indoors only.
11. Make all checks payable to Westlake Villas Community Association.
12. Parking – Guest Parking is only permitted from 8 AM–8 PM. After 8 PM the community is permit parking only. All vehicles **not** displaying a valid parking permit with the current calendar year is subject to immediate tow without warning.
13. **Glitter/confetti is strictly prohibited in any rental space as it is difficult for janitorial to remove.**
14. No hot food is to be placed on clubhouse furniture without appropriate protection for the furniture.

Homeowner/Tenant Initials: _____

Staff Member Initials: _____

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Clubhouse Rental Parking Agreement

I understand there are only a limited number of open parking spaces available at The Westlake Villas. I shall attempt to encourage my guests to carpool whenever possible and inform them of parking regulations. I will also inform them they may be towed if parked in an unauthorized parking space or without placard/permit. The Westlake Villas Homeowners Association cannot guarantee the availability of on-site parking for your guests.

Renters Signature: _____ Date: _____

Homeowner/Tenant Initials: _____

Staff Member Initials: _____

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Property Owner Release Form

*To allow renter/tenant to rent the Westlake Villas Clubhouse

I, _____ the legal owner of unit
#_____ Do here by give my permission to allow my renter/tenant (tenant name)
_____ to rent the clubhouse facility on the following date and time

My renter/tenant will be responsible for providing the event insurance policy and FirstService Residential will confirm that the policy is valued at \$1,000,000 and that it is a valid policy. I am aware that I may be held secondarily liable for any financial costs in excess of the policy limits that may be incurred and that are not able to be recovered by the HOA through the event insurance policy and my rental tenant.

Homeowners Signature: _____

Date: _____

Phone Number: _____

*Email providing this permission may be sent to the Community Manager at
Westlake Villas@fsresidential.com. Email must state the above.

Homeowner/Tenant Initials: _____

Staff Member Initials: _____