

WINONA LAKES PROPERTY OWNERS' ASSOCIATION CLUBHOUSE RENTAL

112 Ski Lodge Circle, East Stroudsburg, PA 18302
Office: (570)588-9309 • E: CommunityManager@WinonaLakes.org

Policy & Procedures-Property Owners

Winona Lakes Property Owners Association members in good standing and guests and registered long-term renters may rent the Clubhouse for private events for family, social, athletic, or other non-commercial activity. All events are based on a five (5) hour rental period which includes setup and clean up and during regular business hours. If the event is going to be held after regular business hours, the renter will be required to pay for a Facility Attendant at an additional fee of \$25 per hour and \$50 per additional hour for each additional hour beyond the 5-hour base event. The \$150 damage/cleaning deposit is to be paid at time of signing agreement and refundable after a satisfactory inspection of the Clubhouse.

No rentals can be scheduled on observed Holidays or during Board Meetings and Annual Membership meetings.

Clubhouse Rental – 1 to 50 guests	\$149.00
Clubhouse Rental – 51 to 100 guests	\$249.00
Clubhouse Rental – 101 to 275 maximum guests	\$498.00
Large Coffee maker.....FREE	
Ice machine.....FREE	
Refrigerator.....FREE	
Bar Area.....FREE	
Chairs and Tables.....FREE (must supply your own table covers)	
Indoor Pool (after regular business hours-with Facility Attendant at \$25 per hour)	\$200.00
Outdoor Grill	\$ 50.00
Facility Attendant Fee (if event is after regular business hours)	\$ 25.00 per hour
Event Fee after 5 scheduled hours	\$ 50.00 per additional hour
Damage/cleaning deposit – required at time of signing agreement (Refundable after Clubhouse inspection)	\$150.00

TOTAL AMOUNT DUE>>>\$ _____ Signature/Print: _____

- You may arrive an hour and a half prior to your event to set up or decorate (must be scheduled with Management Office)
- Set-up of tables and chairs are your responsibility – please use tablecloths – do not drag tables and chairs across the floor (damage to the floor will be a required repair expense)
- All decorations must be removed completely after the event (this includes all tape residue)
- All helium balloons must be weighted down prior to bringing into the Clubhouse
- You must wipe down all surfaces, vacuum/sweep/dust mop all floors (no Clorox may be used on the floor)
- All extra garbage that does not fit inside garbage cans must be secured in trash bags and placed behind the bar area
- The Clubhouse will be checked for cleanliness, theft, and vandalism. The renter will be charged for any cleanup or repairs of furniture, fixtures, or equipment.