

APPENDIX G

Woodland Lakes Community Center/Common Ground Usage Agreement

This request is made on this _____ day of _____, 20____, between the Woodland Lakes Trusteeship and _____, hereinafter user.

In consideration of their promises set forth herein, the parties agree that:

The Woodland Lakes Trusteeship hereby allow _____, to use
(name of property owner)

_____, for _____.
(which common ground facility) (type of event/Occasion)

REQUESTED DATE FOR USAGE: _____

TIME OF USE: From: _____ TO: _____

DO YOU INTEND TO USE THE FACILITY FOR FUNDRAISING ACTIVITIES? YES ___ NO ___
IF YES, YOU MUST BE IN COMPLIANCE WITH S.O.P. VOL I, 10.10, (See attached)

The Community Center/ Common Ground Usage Agreement must be signed, the deposit paid, and the required usage charge must be paid to save the date.

Name

Date

Phone Number

Lot, Block & Section

Signature (Property Owner)

Date

TERMS APPROVED AND ACCEPTED:

Signature (Trustee)

Signature (Trustee)

Date

FOR OFFICE USE ONLY:
COMMUNITY EVENT (CHARGE & DEPOSIT WAIVED):

Date & Signature

DEPOSIT RECEIVED AND USAGE CHARGE PAID: _____

DEPOSIT RETURNED: _____

Deposit not returned for the following reasons:

Attest: _____

Woodland Lakes Employee's Signature

RULES AND REGULATIONS FOR COMMUNITY CENTER USE:

1. Only property owners may apply to use the community center. The Deposit will not be returned to the person signing agreement if found that the community center use was given to another person.
2. The security deposit will be held with the usage agreement form until Woodland Lakes staff or Trustees have verified that there is no damage to the community center facility and/or common ground. Charges for any damages will be assessed.
3. Users have exclusive use of the Woodland Lakes Community Center. Please note: There are no utensils, dishes, pans, or coffee makers available for use. The Woodland Lakes Community Center has folding tables and chairs to provide seating for approximately 186 people. Users are responsible for their own set up and take down.
4. Damages incurred will be the responsibility of the user.
5. **DO NOT STAND ON CHAIRS OR TABLES PROVIDED TO PUT UP DECORATIONS. PLEASE BRING YOUR OWN STOOL OR STEPLADDER.**
6. Floors should be swept, and mopped if necessary, after use. A broom and mop will be made available in the storage area. **PLEASE BE NEAT!**
7. Community Center is to be cleaned and trash is to be taken out at the end of your event unless other arrangements are made with the trusteeship.
8. **NO SMOKING IS ALLOWED INSIDE THE COMMUNITY CENTER**
9. Please remember to turn all lights out and lock the door when you leave
10. Quiet time must be observed for all outside activities and inside activities must not disturb neighbors.
11. A guest list of all non-owners must be delivered by user to the gate house for check-in convenience.
12. There shall be nothing attached to the walls, doors, or windows without prior approval of Woodland Lakes.
13. There shall be no commercial fryers used inside or outside of the Community Center.
14. All Federal, State and Local laws and Woodland Lakes Subdivision rules shall be observed.

S.O.P. Vol I, 10.10 Community Center / Common Ground Usage

Any and all groups wanting to use Woodland Lakes Community Center & Common ground for fundraisers to raise money for their group must be a registered non-profit group.

1. *They must provide the trusteeship expenditures, profit and loss financial statements every 6 months as requested.*
2. *The Community Center/ Common Ground Usage Agreement must be filled out (SEE APPENDIX G).*
3. *Must pay the deposit and the required Community Center usage charge.*
4. *The Community Center/ Common Ground Usage Agreement must be signed, the deposit paid, and the required usage fee must be paid to save the date.*
5. *If an individual/ property owner would like to do a fundraiser to raise money they must be sponsored by Woodland Lakes Trusteeship. They must turnover all monies raised to Woodland Lakes.*

Any fundraisers that do not fall under these categories will require Board approval

Attorney Fees

In the event that any action is filed in relation to this agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all the sums that either party may be called on to pay, a reasonable sum for the successful party's attorney fees.

FAILURE TO ABIDE BY THE RULES AND REGULATIONS WILL RESULT IN THE LOSS OF THE SECURITY DEPOSIT PLUS ANY ADDITIONAL COSTS NECESSARY TO REPAIR DAMAGES OR REPLACE PROPERTY AND/OR POSSIBLE FUTURE USE OF THE WOODLAND LAKES COMMUNITY CENTER.

I have received and understand the rules and regulations as stated on this Woodland Lakes Community Center/Common Ground Usage Agreement Form. I realize that failure to abide by the rules as stated or any damage to the Woodland Lakes Community Center/Common Ground during the time of my usage, will result in the loss of my \$200.00 security deposit and any additional costs determined to be necessary by the Woodland Lakes Trusteeship to cover the repair or replacement of damaged property. I further understand that failure to abide by the rules and regulations as stated could also result in my being prohibited from using the Woodland Lakes Community Center and or Common Ground in the future.