



7047 VIA RAMADA
SAN JOSE, CA 95139
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MEMBER PROCEDURE AND CONTRACT FOR CLUBHOUSE RENTAL

I. CLUBHOUSE RENTER INFORMATION

Date of event _____
Name of person (s) renting _____
Phone number (Home) _____ (Work) _____
Address _____
Email Address: _____
Expected total attendance _____ Number of tables/chairs needed? _____ / _____
Type of event (meeting, grad party, etc.) _____
Start time _____ Finish time _____

Applicant must provide a current CERTIFICATE OF LIABILITY, HOMEOWNER or RENTER INSURANCE POLICY within TWO WEEKS of deposit, verifying the MINIMUM amount of \$1,000,000.00 for Bodily Injury and Property Damage Liability limits. Los Paseos Homeowner Association shall be named as an additionally insured on the Certificate of Liability.

Member must be current on all assessment fees and fines. Members may not rent facilities for Non-Members. Rental includes use of tables, chairs, bar and kitchen. Rental area is restricted to the Clubhouse, upper-deck area and restrooms. Guests are not allowed to use the pools, access the pool deck, field, sport courts, or office. BBQ pits are available, but must be shared during open pool hours.

I certify that this event is being held on behalf of myself or for a member of my immediate family. I assume full responsibility for all damages, loss of property, and any and all bodily injuries occurring on the premises during this event and reimburse the Association for any and all damages or cost incurred. Renter agrees to hold the Los Paseos Association harmless and defend them against any actions against actions arising from damages or injury which occurred during this rental period except in the case of sole and will negligence of the Association. Los Paseos Association is not responsible for any lost or stolen personal article. I understand that if any rules or guidelines are violated in any way, the deposit will be partially or totally forfeited, and additional charges may occur.

By signing below, Renter hereby acknowledges that he/she has 1) received a copy of the rental rules and cleaning requirements, 2) has read and understands them, and 3) agrees that they and their guests will strictly comply with them. After use, Renter shall clean the clubhouse and property as defined herein including completion of the Cleaning checklist (attached hereto). If clubhouse is not clean or damage has occurred upon inspection by clubhouse manager, the actual cost the Association incurs to remedy the problem will be deducted from the Renters deposit. Should the deposit not be sufficient, Renter agrees to pay the cost within 72 hours of receipt of an invoice. If any dispute arises regarding these charges, the Los Paseos Association Board of Directors will make the final decision, at their sole discretion.

Should any legal action arise out of this agreement, parties agree that prevailing party shall be entitled to reimbursement of reasonable attorney fees and costs.

Agreed and Accepted: _____
Signature of Renter

Date: _____

-----Office use only-----

NON-REFUNDABLE \$25.00 DEPOSIT PAID _____ CHECK NO. _____ RECVD BY _____

RENTAL FEE PAID \$ _____ CHECK NO. _____ DATE _____ RECVD BY _____

DEPOSIT PAID \$ _____ CHECK NO. _____ DATE _____ RECVD BY _____

INSURANCE POLICY RECEIVED _____

Los Paseos HOA Cleaning Checklist
(Complete and return to office by 9 a.m. the day following the event)

Kitchen

- Sweep and mop floors (use of Pine-Sol allowed)
- Wipe down all countertops
- Wipe down stove
- Wipe out ovens and replace foil if necessary
- Empty out and wipe down refrigerator
- Empty trash bins and replace with new garbage bags
- Shut and lock windows
- Turn off lights

Bathrooms

- Check that all stall doors are unlocked
- Pickup all papers from floor
- Wipe down all countertops
- Flush and wipe down toilets
- Empty all trash bins and replace with new garbage bags
- Turn off lights
- Shut and lock gates

Facility Grounds

- Check parking lot, pool area, front area, and lawns for bottles, cans, trash,.
- Remove cigarette butts from landscaping, walkways and parking lot.

Trash

- All trash must be deposited in main dumpster located in the parking lot

Clubhouse

- Sweep and mop floors (damp mop with warm water only, no cleaning solvents)
- Wipe down all tables and chairs and return them to their original location
- Remove all tape, pins and decorations
- Wipe down bar and cabinet countertops
- Shut and lock all windows and doors,
- Pull on sliding glass doors and front clubhouse doors to make sure they are locked properly
- Check that both Heating/AC thermostats are set to "System – Off" and "Fan – Auto"
- Turn off lights (*outside lights are on timer and will remain on*)
- Set security alarm

Cleaning Materials

- Brooms, mops & Cleaning materials put away

Completed:

Date: _____ Time: _____ Print Name: _____

Signature: _____

The Los Paseos Association pool is open to our members and their guests on weekends in May from 12 to 6pm, daily June through August, 12 – 8pm, and weekends in September, 12 to 6pm. RENTING THE CLUBHOUSE DOES NOT PERMIT YOUR GUESTS USE OF THE POOL, LOWER DECK, FIELD, OR SPORT COURTS. If it is determined that any hall-rental guests used either of the pools, or other restricted areas, your deposit will be forfeited and additional charges may occur. Rentals occurring on LPAC swim meet days may not access clubhouse until 2:00pm.

This is a family neighborhood with many children present. All party guests are asked to drive slowly and carefully through the neighborhood when arriving at and departing from the clubhouse.