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NON-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 POLICY within TWO WEEKS of deposit, naming Los Paseos Association as "additional insured", and verifying the MINIMUM amount of \$1,000,000.00 for Bodily Injury and Property Damage Liability limits.

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 will reimburse the Los Paseos Association for any and all such costs or expenses. I understand that the Los Paseos Association is not responsible for any lost or stolen personal articles. I also certify that I have received a copy of the rental rules and cleaning requirements and agree to comply with them. If any questions arise, the Los Paseos Association Board of Directors will make the final decision.

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: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Renter

----- 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 \_\_\_\_\_

II. NON-MEMBER CLUBHOUSE RENTAL FEES – **BALANCE DUE ONE MONTH PRIOR TO EVENT**

Friday, Saturday, and Holidays	
RENTAL FEE – Basic Fee \$300.00.....	\$300.00
Refundable Security/Cleaning Deposit.....	\$150.00

Total to be paid one month prior to event..... \$450.00

Sunday through Thursday	
RENTAL FEE – Basic Fee \$200.00.....	\$200.00
Refundable Security/Cleaning Deposit.....	\$150.00

Total to be paid one month prior to event..... \$350.00

1. A \$25.00 nonrefundable deposit applicable towards your rental fee is required to reserve date of rental.
2. Requests to setup one day before rental will be charged as two full days.
3. The Security/Cleaning deposit will be held for 2 weeks after event.
4. Returned check fee is \$25.
5. HALF OF THE RENTAL FEE WILL BE FORFEITED IF EVENT IS CANCELLED LESS THAN TWO (2) TWO WEEKS PRIOR TO EVENT.

III. EQUIPMENT/FURNITURE INVENTORY

Equipment usage covered by Rental fees includes – tables, chairs, bar, ladders, dolly, refrigerator, freezer, microwave, ovens, dishwasher, and lounge furniture. Cleaning supplies and garbage bags are provided and are stored in the storage closet along with mops, brooms, and paper products.

12 round tables 60” diameter	-seat 8 to 10 people, use 84” round tablecloths
16 rectangular tables 72” long	-seat 6 to 8 people, use 96”x48” tablecloths
65 folding metal chairs	-2 folding chair carts, holds 50 chairs each
1 metal round table cart	-holds 10 60” round tables
2 metal rectangular table carts	-holds 10 72” rectangular tables
2 metal ladders	-1 tall, 1 short

IV. CLUBHOUSE RENTAL RULES

Note: If any rules or guidelines listed below are violated in any way, the deposit will be partially or totally forfeited, and additional charges may occur.

1. This is a smoke free facility.
2. Rental area is restricted to the Clubhouse, upper-deck area and restrooms. Guests are not allowed to access the field, sport courts, pools, pool deck or office and congregation is not allowed in the parking lot.
3. Music may not be played outside and must be set at a reasonable volume so as not to disturb the neighborhood.
4. Renter is responsible for behavior and safety of all guests.
5. Disrespect to neighboring homes with excessive noise and/or inappropriate behavior will result in rejection of future requests to rent clubhouse.
6. All persons must be OFF THE PREMISES by 12:00 Midnight Sunday through Thursday; 1:30 AM Friday and Saturday.
7. Rental period is from 12 pm on day of rental to 12 pm the following day to allow thorough cleaning of the facility.
8. Clubhouse must be clean and keys returned to the clubhouse manager by 12:00 pm on day following event.
9. BBQ pits are available during open season, but must be shared during open pool hours.
10. Clubhouse maximum capacity is 85 when using tables and chairs, 120 when tables and chairs are not being used.
11. Staples, tacks and nails may not be used to hang decorations.
12. All tape and decorations must be completely removed.
13. No keys may be duplicated.
14. Missing articles and or breakage will be charged to the member or sponsoring member.
15. No overflow parking is allowed in the church parking lot.
16. Disregard for rules will result in the closure of your party and loss of deposit.

Clubhouse must be clean and keys returned to the clubhouse manager by 9:00 am on day following event.

Manager must meet with person in charge of cleaning before and after event. \$80.00 per hour will be deducted from deposit if facilities are not cleaned or vacated on time

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.

**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: \_\_\_\_\_

KEYS GIVEN

DATE

KEYS RETURNED

DATE