

**CEDAR GROVE AMENITY CENTER
RENTAL AGREEMENT**

Name:	Rental Date:
Address:	Rental Start time: Rental End Time:
City/State/Zip:	Event Type: Circle one: Patio Amenity
Cell Phone (to receive lockbox code):	Email Address:

For HOA use only

Deposit:	CK:	Rental Fee:	Additional Hours:
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Please read this document in its entirety.

General Breakdown of Fees

Amenity Center: A \$150 rental fee will apply to Cedar Grove Homeowners for a maximum of 60 people for no more than 5 hours use (Non-homeowner rate is \$250 for 5-hour time block. A Cedar Grove Homeowner MUST be provided as a sponsor for the event). Set-up and Clean up time is included in the 5 hour block of time. Please plan accordingly. You will only be allowed access to the facility at the start time which you designate above. At the discretion of the CGHOA rental committee, you may be allowed to purchase additional hours in advance to accommodate your plans.

Each additional hour will be charged at a rate of \$25 per hour non-refundable. The use of the covered patio is included in the amenity center rental fee. The rental of the amenity center does not grant the renter exclusive use of the pool. Payment is due at time of reservation. The amenity center is located at 8780 Evangeline drive.

Covered Patio: A \$60 rental fee *will* apply for the use *of* the covered patio area only, with a maximum of 20 guests, for no longer than 3 hours. This does not grant the renter exclusive use of the pool. The rental fee includes the use of 20 chairs, 3 — 60” round tables and 1— 6’ rectangular table. Please note that the patio rental does not include access to the clubhouse (with the exception of restroom facilities). Please plan accordingly for food/drinks. Payment is due at time of reservation.

- Homeowners must be current on their annual HOA dues in order to reserve the facilities. No exceptions.
- Please make checks payable to: Cedar Grove HOA.

Security deposit: A \$100 security deposit is required at the time of reservation. The deposit will be fully refunded (all checks will be destroyed; Money Order will be returned) if all aspects of this contract are met, the key is returned to the lockbox at the conclusion of the rental and the amenities center is left in the standard outlined within the rental contract. Violating the excessive loud noise ordinance (whereas the police or an HOA representative must respond) will also lead to a 100% forfeit of the security deposit.

The Cedar Grove amenities center will not be re-rented to anyone who violates this contract. Any homeowner that has an outstanding balance due the HOA will be precluded from renting the facility.

Cancellation policy: If a reservation must be canceled for any reason, it is requested that the renter notify the HOA representative as quickly as possible (tasia@imcchs.com). If the cancellation is made within 14 days of the event, a full refund of the security deposit/fees will be made; within 7 days, a 50% refund of security deposit will be made. Any cancellations made less than 7 days will result in the full \$100 security deposit being forfeited.

Payments: Rental fees must be paid in full when the contract is signed and submitted to the CGHOA representative. A key will not be issued without a complete and signed contract and payment made in full. Please note that loss of an amenity center key will result in a full security deposit forfeiture.

Grills/other outdoor cooking equipment: Outdoor grills/cookers are not allowed on any paved surface at the facility. They may be placed behind the pump house (designated smoking area) in the grassy area. Failure to comply will result in a forfeiture of the \$100 security deposit. No exceptions.

Inflatable structures/slides: Inflatables/jump castles are permitted in designated areas only. The HOA representative will instruct placement prior to rental. CGHOA accepts no liability for damage or personal injury that may occur due to the use of these structures on Cedar Grove property. Any commercial vendor providing these structures should provide insurance coverage. Use at your own risk.

Deck area/pool: The renter is responsible for the actions of their guests. There is to be no alcohol, glass or breakable containers taken out onto the pool deck/area. Please respect the pool rules. If the pool is closed for maintenance, scheduled or not, no one may enter the pool.

Facility usage and cleaning responsibilities: the attached usage and cleaning responsibilities must be followed.

I understand that by executing this document, I am undertaking to rent facilities for a private party. I have read the policies written above, the facilities usage and cleaning responsibilities, and agree to rent the Cedar Grove amenity center/patio under those conditions.

Renter's signature: _____ Date: _____

HOA representative: _____ Date: _____

Please contact tasia@imcchs.com with any questions. Please allow up to 72 hours for a reply.

Facility usage responsibilities

- The renter must be at least 21 years of age.
- The renter must be current with his/her HOA annual dues.
- Use the facilities in a responsible manner and maintain them in good order. All cleaning must be completed at the conclusion of the rental.
- Do not puncture walls or woodwork to hang decorations (nails, tacks, staples, or screws are not to be used).
- Do not use paint or any other adhesives on walls or other painted surfaces. Do not use tape on walls or woodwork. Each occurrence of damage will result in a \$25 fee deducted from security deposit. All repairs, cleaning, and/or other adjustments are the financial responsibility of the renter.
- Wedding parties are not allowed to throw rice. Birdseed and bubbles are acceptable.
- All tables and chairs must be cleaned and neatly returned to storage room.
- All outdoor activity must conclude by 10:00 pm.
- During the pool operating season, no one is allowed in the pool after closing at 8 pm.
- In the off season, no one is allowed in the pool at any time.
- Music and noise must be kept to a level that will not disturb surrounding neighbors.
- All doors and windows must be closed to contain noise.
- All items listed on the cleaning checklist must be completed at the conclusion of the rentals. Failure to do so will result in a cleaning fee being deducted from the security deposit.
- All personal items and rented items must be removed from the amenity center at the conclusion of the rental. Any items left at the facility will be discarded.
- There is absolutely no smoking in the facility or within the pool enclosure. A designated smoking area is available behind the pump house.
- Alcoholic beverages may not be sold. Should the renter elect to provide/tolerate alcoholic beverages at their private event and/or allow guests to bring their own, the renter agrees that no alcohol will be served/consumed by anyone under the legal age of 21 in attendance. The renter agrees to accept full responsibility for ensuring no underage individuals are served and the full responsibility for his guests' behavior during and after the event. Further, the renter agrees to indemnify and hold harmless the owner of the Cedar grove amenities center and its management against any claims that may arise related to the serving or consuming of alcoholic beverages by renter and/or guests. No alcoholic beverages are allowed on the pool deck. No glass is allowed on the pool deck.
- No animals, other than service animals, will be allowed in the amenity center or pool enclosure.
- Indoor grease cooking and/or frying is strictly prohibited due to fire hazard.
- No fireworks are allowed on premises.
- Every effort will be made to limit parking to only those areas designated within the facility parking lot. On street parking will not be allowed. This is to prevent obstruction of thru traffic and emergency vehicle access.

I agree to the terms and conditions set forth in this document.

Renter Initials: _____

*" The CGHOA reserves the right to amend these rules and regulations at any time.

Revised May/2016

Amenity Center Cleaning Checklist

Kitchen

- Wipe down all countertops with provided cleaner/disposable cloth
- If appliances are used — wipe down any spills/messes in/on microwave, stovetop, refrigerator, oven
- Remove all food items from refrigerator and freezer
- Wipe out sink with cleaner
- Sweep kitchen floor and wipe up any spills
- Remove trash and place in large-wheeled bin located in wooden trash can enclosure on side of building
- Place new trash bags in both kitchen trash cans

Open Area

- Remove all decorations (tape/tacks/other adhesives are prohibited on amenity center walls, woodwork, and any other painted surface —any damage from tape used will result in the loss of your security deposit)
- Wipe down and store all tables and chairs
- Sweep all tiled areas

Restrooms

- Make sure floor is clear of toilet paper and paper towels
- Flush toilets
- Wipe up any spills

Other

- Turn off all lights, tv, ceiling fans both indoors and on porches
- Lock all doors; including interior door leading to restrooms
- Sweep patio if used during rental and remove any trash
- Return key to lockbox and scramble code (if applicable)

AMENITY CENTER INVENTORY

Tables

6 — 60" round folding tables

2 — six-foot-long rectangular folding tables (30" wide)

1— eight-foot-long rectangular folding table (30" wide)

Chairs

50 — plastic folding chairs

4 —aluminum bar stools

Appliances

1 each — Refrigerator, Oven, Microwave, Dishwasher

Other

1— 50" flat screen TV (no cable service)

1— fire extinguisher (under sink)

1— broom with dustpan

General information:

Capacity: 120 persons standing room only or 65 persons with tables and chairs

Main room size: 26' x 28'

Kitchen size: 18' x 13'

Deck area: 23' x 15'

The Cedar Grove amenity center is a non-smocking facility.

