



Lakewood Gardens
Civic Association

LGCA Lakewood Residents Rental Application & Agreement

for all Lakewood Residents

TO RENT THE CLUBHOUSE:

1. Visit lgca.info to see if the date you want is available for rent. Click on the Calendar tab on the left-hand side.
2. Read the ENTIRE packet (pages 1-6).
3. Fill out the form COMPLETELY, initial and sign where indicated (pages 1-4 only).
4. Payment is made by check or money order ONLY, payable to "Lakewood Gardens Civic Association."
5. Call the Rentals Chairperson to hand deliver and review the agreement /application or if you have any questions.



LGCA Rental Agreement/Application for Lakewood Residents

Lakewood Gardens non-mbr

Name: _____ Home Phone: _____
Address: _____ Cell Phone: _____
Request Date¹: _____ Email: _____
Type of Activity/Event: _____ Number of Guests Attending: _____

Event Time (3-hr rental increments): ___ Noon – 3pm ___ 3pm – 6pm ___ 6pm – 9pm

Note: Event Set-up time is one hour prior to event start time. Cleaning time is up to two hours after event ends. (Only your cleaning crew is allowed in the facility after your event time.)

Time Period Doors are to be Unlocked: _____

Facilities to be Used: ___ Swimming Pool ___ Tables ___ Chairs

Fees: _____ received, date and initial RECEIPT NO. _____ Check # _____
 \$350.00 Rental Fee – 3-hr rental (Due at the time of application) _____
 \$125.00 Rental Fee – Each Add'l 3-hr rental (Due at the time of application) _____
 \$400.00 Deposit (Due at the time of application) _____
 \$200.00 Cleaning Crew Fee (72hrs. notice req'd) _____
 \$25.00 Marquee Message (Due at the time of application) _____

I the undersigned agree to:

1. _____ Will comply with all Rules and Regulations (see attached)
2. _____ Will be present AT ALL TIMES and be responsible for all activities during my rental.
3. _____ Will be held responsible for the actions of my guests, and the cost of any property damage will be charged to clubhouse member renting the hall/pool.
4. _____ Will notify proper authorities in case of an emergency (Fire, Paramedics, Sheriff).
5. _____ Will leave the facility (including neighboring streets and yards) as clean and orderly as before this rental.
6. _____ Will be responsible for any additional cleaning fees as a result of this rental.
7. _____ **Will not set up party décor, tables, bouncy castles, and/or pop up tents on the pool deck until after 4pm.**
8. _____ **No BBQ grills on the pool deck** due to grease left behind after use. BBQ grills must be used in the back yard area. This includes hiring of food service providers (including taco carts, catering, etc.)— they must set up their cooking grill in the back yard.
9. _____ Will return the LGCA keys and/or rental Access cards by dropping them off in the LGCA mailbox the night of the rental.
10. _____ **Will end the event by agreed upon end time** and guests to vacate the premises (Two hours after your event is the designated cleaning time and only your cleaning crew should be in the facility.)
11. _____ Will **NOT sublet the rental** of the clubhouse to another person or group, nor hold a fundraiser.
12. _____ Will not use any of the gaming equipment (e.g. air hockey table, foosball, ping pong, basketball hoop game) nor place any personal belonging on any of the gaming equipment.
13. _____ Will inform the Rental Chairperson of any damaged or inoperable facility equipment (including but not limited to: plumbing, electrical, pool, doors, building structure, etc.) discovered during your rental. This will allow us to make repair arrangements once we have been made aware of the problem.
14. _____ **Walk-thru time after rental will take place at 7am the day after rental.** If renter is **not able** to attend, then they agree to accept the photo evidence of the condition of the facility, and **may not send someone other than the Renter who signed this Agreement to attend the walk-thru.**

¹Advance Reservation Date:

Reserve rental up to 2 months before request date

Kitchen/Member lounge area is NOT rentable for non-members. NO EXCEPTIONS. The Pool will not be exclusive to the renter until after 4pm.

Note: Renter may not rent clubhouse more than one time per month.

Refundable deposit depends on condition of facility, cleaning, and key return and may be held for up to 7 days after your rental. This facility is under video surveillance and is subject to remote viewing by a board member at any time to ensure that all rules and regulations are being adhered to. Failure to clean the facility after your rental may result in **you not being allowed to rent in the future.**

Cancellations less than four (4) weeks before the reservation will result in a 50% forfeiture of deposit.
Cancellations less than two (2) weeks before the reservation will result in 100% forfeiture of deposit.

Check acceptance policy: If your check is returned from your financial institution you will be charged a \$35 check return fee and must pay for the returned check by cash or money order only. Your rental date will not be held while we wait for the returned check to be paid and it is subject to be rented by another member. LGCA reserves the right to deny a rental to anyone whose check has been rejected by their financial institution as NSF or Account Closed.

The LGCA Homeowners Association assumes no responsibility for any personal injury to anyone resulting from use of the pool/hall facilities or equipment. The LGCA Homeowners Association assumes no responsibility for the loss, theft, and/or damage to personal property or effects left in the pool/hall area. Any person may be barred from the pool/hall for violation of the Rules and Regulations at the discretion of the LGCA Board. I, the undersigned, have read and am in possession of the Rules and Regulations governing rental of the facility. I/We shall indemnify, defend, and hold harmless the LGCA, its officers & its agents from any and all loses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with my use or occupancy of the facility and adjoining pool deck, unless solely caused by the gross negligence or willful misconduct of the LGCA, its officers, or agents. I agree to all LGCA Clubhouse & Rental Rules/Regulations.

* Signed: _____ Date: _____

* Signed: _____ Date: _____

(For Office Use Only)

Refundable Deposit Disposition: _____ Satisfactory: Amount Returned: \$ _____

_____ Unsatisfactory: Amount Withheld: \$ _____

Reason(s) _____

Can this renter rent again in the future? YES NO

Reason: _____

LGCA Clubhouse Rental Rules and Fees (Lakewood Resident Non-Members)

* **READ and INITIAL each rule.**

1. ____ No renter may rent more than one time per month effective January 2016.
2. ____ Rentals taking place on an allowed rentable holiday that falls on a weekday will have the same rental rate as regular weekend rental (i.e. no discounts.) Rental Fee and Deposit(s) are due at the time of application.
3. ____ The facility is rented in 3-hr increments. These Rental time periods are:

Period 1: Noon – 3pm
Period 2: 3pm – 6pm
Period 3: 6pm – 9pm
4. ____ You may rent one or more consecutive periods on the same rental day for the applicable rental fee (See Rental Application for rates.) You will have one hour prior to your rental period to set up your decorations, and two hours after your rental period to clean up the facility. Do not allow your guests to stay beyond the rental period ending time unless they are part of your cleaning crew.
5. ____ Facility rental does not include the use of the LGCA Member Lounge or exclusive use of the Swimming Pool. Your guests may use the pool, but may not exclude any LGCA Member from also using the pool. Observe all pool rules during your rental time. (See POOL RULES page online.)
6. ____ Please note: Prior to 4 pm, LGCA members may still have access to the facility to use the restroom.
7. ____ Renters may NOT deep fry food or use deep fryers (including turkeys) ANYWHERE on clubhouse property (including, but not limited to: pool deck, inside of the clubhouse building, and any part of the back yard) due to the potential fire hazard risk and the greasy residue it leaves on the floors and surfaces.
8. ____ No BBQ grills on the pool deck due to grease & ash left behind after use. BBQ grills must be used in the backyard area. This includes hiring of food service providers (including taco carts, catering, etc.)—they must set up their grill for cooking in the back yard.
9. ____ **The clubhouse may not be used for any “for profit” business purpose or for any non-LGCA fundraising activities. Subletting your rental to another group is strictly prohibited.**
10. ____ Propping open of the front entrance doors during your rental is **STRICTLY PROHIBITED**. It damages the paintwork on the door and is in violation of facility security protocols. The entrance doors will be programmed to be unlocked on during your rental time period.
11. ____ All rental equipment (tables, chairs, etc.) must be removed from the premises by 8:00 AM the day after your rental date. The clubhouse may be rented by another party the day after your rental and any rental equipment left behind may become inconvenient for the next renter.
12. ____ Report any damage or faulty conditions (i.e. plumbing or electrical), **before** your rental time begins so that you are not liable for a previous renter's damage to the property. **The facility is monitored by video surveillance cameras located throughout the property. Footage will be reviewed as needed (i.e. in case of property damage, confirming cleaning, etc.)**
13. ____ If the plumbing and/or electrical become damaged or inoperable during your event, you must contact the Rental Chairperson as soon as possible so that repairs can be scheduled.
14. ____ No skateboarding, skating, razor scooters, hover boards or bicycles are to be ridden in the clubhouse. Bicycles may be walked into the clubhouse to be parked for safekeeping.
15. ____ Music must be kept in the hall with the doors closed and turned off at 9pm (if your rental time goes **until 9pm.**) Be courteous of the neighbors who live near the clubhouse.

16. ____ No loitering, drinking alcoholic beverages, and/or smoking in front of the hall or in front of neighboring properties before and/or after your rental event. A designated Smoking Area is located in the back yard of the clubhouse property. Let your guests know that when the party is over they must leave the property. We do not want to receive complaints from neighbors near the clubhouse about guests continuing to congregate in front of their homes after a rental.
17. ____ Clubhouse keys and/or rental access cards **are to be dropped off in the LGCA mailbox on the rental night**. Your security deposit (less any cleaning/damage charges) will be returned to you by check via U.S. Mail, along with any photos & a detailed descriptions that pertain to any cleaning/damage charges (if applicable.)
18. ____ **Walk-thru time after rental will take place at 7am the day after rental**. If renter is **not able** to attend, then they agree to accept the photo evidence of the condition of the facility, and **may not send someone other than the Renter who signed this Agreement to attend the walk-thru**.
19. ____ Your security deposit may be held for up to 7 days after your rental to ensure that no undisclosed property damage/theft has occurred to the clubhouse and that video surveillance footage can be reviewed. This facility is monitored by video surveillance at all times.
20. ____ **Your ability to rent the clubhouse in the future will be determined by the condition in which you return the clubhouse from your recent rental. *Remember: your deposit is at stake!***
21. ____ **Any abusive language or bullying behavior directed at the Clubhouse Rentals Chairperson or any LGCA Board member regarding your rental will result in suspension of your rental privileges. (Renting the clubhouse is a PRIVILEGE, not a RIGHT. Intimidation, harassment, or threatening a Board Member will not be tolerated.)**

I have read and agree to abide by all of the LGCA Clubhouse Rental Rules and Fees.

* Name (print): _____ Date: _____

* Signature: _____

CLEANING AFTER YOUR RENTAL

LGCA Cleaning crew: Available for hire for an additional \$200.00 fee if you choose to have the LGCA cleaning crew come in and clean after your party. Note: 72 hours prior notice before event is required to hire the LGCA Cleaning Crew. (Spontaneous requests for the cleaning crew are not an option.)

Cleaning crew service **does not** include:

- Putting away tables & chairs (please put these away prior to the cleaning crew's arrival at 9pm)
- Taking down and disposing of decorations (balloons, streamers and signs)

Cleaning crew service **does** include:

- Sweeping & mopping of the rental hall(s), bathrooms, and bar area
- Sweeping around pool deck & disposing of any trash
- Putting **pool deck** tables & chairs back to their original locations
- Sweeping the sidewalk and curbsides along Ashworth St., Lakewood Blvd, and Pimenta Ave. to dispose of trash & debris where your guests may have parked.
- Throwing out garbage and replacing garbage can liners
- Cleaning bar area (sinks & wiping down all counters and refrigerator)
- Cleaning kitchen (if applicable) including sinks, stove, and refrigerator, and all bathrooms

If you will not be hiring the LGCA Cleaning Crew you will be responsible for cleaning these areas or being charged with the following fees:

Clean all kitchen & bar counter tops with cleaning solution & water	Cleaning Fee: \$15.00
When hanging decorations and/or signs, do not use staples, masking tape or clear tape!! Use blue painter's tape only to prevent damage to the painted walls.	Removal fee: \$10.00
Sweep the ENTIRE hall before mopping. (Note: You may vacuum the hall in lieu of sweeping, as long as you are thorough.)	Cleaning Fee: \$20.00
Mop the entire hall thoroughly with cleaning solution and water. Change water as needed with fresh cleaning solution and water. We require <i>at least 2 water changes</i> for each floor surface—see list below.) Do NOT leave puddles!! <u>Mop must be rinsed & wrung out before storing.</u> Floor surfaces: Surface 1 = Smooth concrete in front of stage, Surface 2 = Rough concrete in front of large hall entrance and bar area, Surface 3 = Member's Lounge & Kitchen, Surface 4 = Behind the Bar, Surface 5 = Bathrooms	Cleaning Fee: \$50.00
Place all trash, including trash from pool area , in OUTSIDE trash cans and replace the trash can liners. (Trash can liners are provided) Trash can liners are not for personal use! The gray cart is for trash and the blue cart is for recyclables only (No trash, plastic cups/plates, paper cups/plates, newspaper, etc.)	Removal Fee: \$10.00
Pick up any gum or candy left on the floor when cleaning including the pool deck area.	Cleaning Fee: \$10.00
Sweep and clean around the pool area and tables. Put chairs back inside	Cleaning Fee: \$10.00

the hall if they were taken outside.	
Remove any trash in the street area in front of the clubhouse and areas where your guests have parked. This includes along Ashworth St, Lakewood Blvd, and Pimenta Ave. <i>Remember: This is our community--don't let your guests litter on or in front of your neighbor's property.</i>	Cleaning Fee: \$50.00
Leave NO TRACE of party decorations on the floor or around the pool deck area-- no silly string, mylar confetti, glitter, etc.	Removal fee: \$20.00
Lock all doors, and place window locks back in place if they have been moved.	Negligent Fee: \$50.00
Turn off all heaters/air conditioners/fans/lights before you leave.	Negligent fee: \$20.00
Stack metal chairs properly in the supply closet (if used) and clean and put away all tables that were used.	Negligent fee: \$30.00
Remove any foreign materials (such as gum/candy) stuck under tables prior to putting away.	Cleaning Fee: \$20.00
Tables, chairs, umbrella stands, and other miscellaneous poolside equipment must be returned to their original position.	Negligent fee: \$20.00