



Lakewood Gardens  
Civic Association

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# LGCA Member Rental Application and Agreement

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*for LGCA Members in good standing*

## TO RENT THE CLUBHOUSE:

1. Visit [lgca.info](http://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 Members

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Request Date<sup>1</sup>: \_\_\_\_\_ Email: \_\_\_\_\_  
 First Rental     Second Rental     3<sup>rd</sup> or more rental (specify #) \_\_\_\_\_  
 Type of Activity/Event: \_\_\_\_\_ Number of Guests Attending: \_\_\_\_\_  
 Event **Start** Time: \_\_\_\_\_ Event **End** Time: \_\_\_\_\_ (no later than 9pm)  
 Event Set-up time: \_\_\_\_\_ Time Period Doors are to be Unlocked \_\_\_\_\_

Facilities to be Used: \_\_\_ Swimming Pool \_\_\_ Tables \_\_\_ Chairs \_\_\_ Member Lounge

Fees: \_\_\_\_\_ received, date and initial    RECEIPT NO. \_\_\_\_\_ Check # \_\_\_\_\_  
 \$150.00 Rental Fee (1<sup>st</sup> or 2<sup>nd</sup> rental only) (Due at the time of application) \_\_\_\_\_  
 \$600.00 Rental Fee (3<sup>rd</sup> or more rental) (Due at the time of application) \_\_\_\_\_  
 \$200.00 Deposit (Due at the time of application) \_\_\_\_\_  
 \$200.00 Cleaning Crew Fee \_\_\_\_\_  
 \$15.00 Marquee Message \_\_\_\_\_

- I the undersigned agree to (initial in the lines below):**
1. \_\_\_\_\_ Will comply with all Rules and Regulations (initial and sign the attached form)
  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. \_\_\_\_\_ **No BBQ grills on the pool deck** due to grease 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 cooking grill in the back yard.
  8. \_\_\_\_\_ **Will end the event by 9:00 pm** and guests to vacate the premises (9pm-12am being the designated cleaning time and only your cleaning crew should be in the facility.)
  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 **NOT sublet the rental** of the clubhouse to another person or group, nor hold a fundraiser.
  11. \_\_\_\_\_ Will not use any of the gaming equipment (air hockey table, foosball, ping pong, basketball hoop game, etc.) nor place any personal belonging on any of the gaming equipment.
  12. \_\_\_\_\_ Will not set up party décor, tables, bouncy castles, and/or pop up tents at the pool deck **until after 4pm**. This is to ensure that members feel welcome to use the pool.
  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.**

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**<sup>1</sup> Advance Reservation Date:**

First rental → Reserve rental up to 6 months before request date  
 Second Rental → Reserve rental up to 3 months before request date  
 Third or more rental → Reserve rental date up to 2 months before the request date.

**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 will result in **suspension** of your rental privileges.

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: \_\_\_\_\_

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**(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 (LGCA Members)

\* **READ and INITIAL** each rule.

1. \_\_\_\_ Only members in good standing, current on dues, not banned from the clubhouse, and have no past rental violations, are eligible for discounted member rental rates. Renter must reside at a member's address in order to get the member rental discount. Non-members must use the Non-Member Rental Application.
2. \_\_\_\_ Member discounted rental rate will apply to only the first two rentals per year. The 3<sup>rd</sup> rental and on will be at the non-discounted rental rate.
3. \_\_\_\_ Members will have up to 6 months in advance of the rental date to book their first rental, then 3 months in advance to book the second rental. The 3<sup>rd</sup> rental and on can only be reserved 2 months in advance of the rental date.
4. \_\_\_\_ No renter (member or outside rental) may rent more than one time per month effective January 2016. (Note: You may not rent the clubhouse for someone other than those living in your household.)
5. \_\_\_\_ 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.**)
6. \_\_\_\_ Facility rental does not include the use of game tables inside the clubhouse but does include use of games/books inside of the member lounge. **You must put games/books back when you are done using them.**
7. \_\_\_\_ Outside rentals (i.e. non-members) do not include the Member Lounge. See rental rates.
8. \_\_\_\_ **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.
9. \_\_\_\_ **No BBQ grills on the pool deck** due to grease & ash 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 grill for cooking in the back yard.
10. \_\_\_\_ **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.**
11. \_\_\_\_ Propping open of the front entrance doors (including tying one entrance door to the doorknob of the outside closet door) during your rental is **STRICTLY PROHIBITED**. It damages the door and is in violation of facility security protocols. The entrance doors will be programmed to be unlocked on your rental date from **Noon to 9pm**. If you desire a different time frame for the doors to be unlocked during your rental, please let the Rental Chairperson know at the time you complete your application.
12. \_\_\_\_ 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.
13. \_\_\_\_ 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.)**
14. \_\_\_\_ 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.
15. \_\_\_\_ 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.
16. \_\_\_\_ Music must be kept in the hall with the **doors closed and turned off at 9pm.** Be courteous of your neighbors who live near the clubhouse.

17. \_\_\_\_ No loitering, drinking alcoholic beverages, and/or smoking in front of the building 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.
18. \_\_\_\_ Observe all pool rules during your rental time. (See POOL RULES page online.)
19. \_\_\_\_ Facility is exclusive to the renter after 4 pm. Prior to 4 pm, LGCA members may still have access to the facility.
20. \_\_\_\_ Your rental event time **must end by 9 pm**. You will have between 9 pm – midnight to clean the facility. Do not allow your guests to stay beyond the 9 pm ending time unless they are part of your cleaning crew.
21. \_\_\_\_ 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.)
22. \_\_\_\_ **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**.
23. \_\_\_\_ 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.
24. \_\_\_\_ **Your ability to rent the clubhouse in the future will be determined by the amount of compliance to the Rental Agreement & Rental Rules, and by the condition in which you return the clubhouse from your recent rental. Remember: your deposit is at stake!**
25. \_\_\_\_ **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!! <b>Use blue painter's tape only</b> to prevent damage to the painted walls.	Removal fee: \$10.00
Sweep the <b>ENTIRE</b> hall <b>before</b> 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!! <b><u>Mop must be rinsed &amp; wrung out before storing.</u></b> <b>Floor surfaces:</b> <b>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 &amp; Kitchen, Surface 4 = Behind the Bar, Surface 5 = Bathrooms</b>	Cleaning Fee: \$50.00
Place all trash, <b>including trash from pool area</b> , in OUTSIDE trash cans and <b>replace the trash can liners.</b> (Trash can liners are provided) Trash can liners are not for personal use! <b>The gray cart is for trash and the blue cart is for recyclables only (No trash, plastic cups/plates, paper cups/plates, newspaper, etc.)</b>	Removal Fee: \$10.00
Pick up <b>any gum or candy</b> 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 the hall if they were taken outside.	Cleaning Fee: \$10.00

<p><b>Remove any trash</b> 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. <b>Remember: This is our community--don't let your guests litter on or in front of your neighbor's property.</b></p>	Cleaning Fee: \$50.00
<p>Leave NO TRACE of party decorations on the floor or around the pool deck area--<b>no silly string, mylar confetti, glitter, etc.</b></p>	Removal fee: \$20.00
<p><b>Lock</b> all doors, and place window locks back in place if they have been moved.</p>	Negligent Fee: \$50.00
<p><b>Turn off</b> all lights before you leave.</p>	Negligent fee: \$20.00
<p>Stack metal chairs properly in the supply closet (if used) and <b>clean and put away all tables that were used.</b></p>	Negligent fee: \$30.00
<p>Breaking Member Lounge rules</p> <p><b>Member Lounge Rules:</b></p> <ul style="list-style-type: none"> <li>• No decorations</li> <li>• No setup of tables and chair settings at all.</li> <li>• No buffet line or serving line set up in lounge/kitchen area</li> <li>• Kitchen is for food prep only—food serving must be done in large hall</li> <li>• Games/books are to be put away after use</li> <li>• No setting up of dessert station/dessert bars in lounge</li> </ul>	Negligent fee: \$50.00
<p>Remove any foreign materials (such as gum/candy) stuck under tables prior to putting away.</p>	Cleaning Fee: \$20.00
<p>Tables, chairs, umbrella stands, and other miscellaneous poolside equipment <b>must be returned to their original position.</b></p>	Negligent fee: \$20.00