

**MAYFLOWER SQUARE CONDOMINIUM
RECREATION FACILITY
414 N. Armistead Street**

CLUBHOUSE RENTAL PROCEDURES AND CONTRACT

I. RESERVATION PROCEDURES

A. Only residents of Mayflower Square Condominiums are eligible to rent the clubhouse facility.

1. *Proof of residence must be provided at time of rental.*

a) *Please provide a valid driver's license with current address, personal check with address, or photo ID + recent bill (phone, internet, bank card, etc.)*

2. *Renter(s) are required to inspect the clubhouse facilities at a time convenient to the Clubhouse Coordinator prior to taking possession of the property.*

B. The Clubhouse Coordinator maintains the rental calendar, confirms party reservations, executes the Clubhouse Rental Contract, collects the rental fee and security deposit, distributes and picks up the clubhouse key/access code. After the party, the Clubhouse Coordinator inspects and reports on the clubhouse condition.

C. Reservations are confirmed at the time the Clubhouse Rental Contract is signed by both the Clubhouse Coordinator and the Resident renting the clubhouse.

1. The signed rental contract is retained by the Clubhouse Coordinator.

2. The rental fee and security deposit must be paid in full at the time the Clubhouse rental contract is signed, and the resident inspects the clubhouse and obtains the clubhouse key/access code.

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II. FEES AND SECURITY DEPOSIT AND OTHER RESTRICTIONS

A. Fees and Security Deposit

1. Fees and Security Deposit are paid separately by personal check or money order made payable to Mayflower Square Condominium Recreation Facility.

a) *\$75.00 rental fee*

b) *\$100.00 security deposit*

The deposit is refunded if the renter fully meets the terms and conditions of the Clubhouse Rental Procedures and Contract.

c) *Pool parties: Additional lifeguard \$25.00 per hour or current rate*

B. Other Restrictions

1. NO ALCOHOL. No alcohol (beer, liquor, wine) is permitted in the clubhouse or on the surrounding grounds. **Initials:**_____
 2. All Events are limited to 30 guests. **Initials:**_____
 3. No Parking in the lot in front of the clubhouse. **Initials:**_____
 4. No Smoking in the Building or on Sun Deck. **Initials:**_____
 5. No one permitted in pool area when the pool is closed. **Initials:**_____
 6. No Live music or DJ's. **Initials:**_____
 7. Party activities and volume are to be kept at a reasonable noise level that does not disrupt the residential neighborhood. **Initials:**_____
 8. Balloons, signs, banners or any other material may NOT be affixed to the walls in ANY manner. Renter will be held liable for any defacement, destruction, or damage to walls or the property. Helium balloons are permitted but must be weighed down using balloon weights, and may not be affixed to walls. **Initials:**_____
 9. All items in Section IV below must be executed. **Initials:**_____
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III. CURFEW

- A. Clubhouse: Midnight.
 - B. Pool Parties: The time the Pool closes for the day.
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IV. CLEAN UP AND TRASH REMOVAL

At the conclusion of the event, Clubhouse renters are required to clean up afterwards and restore the clubhouse, the restrooms, and entry way to the condition that it was received.

- A. At the conclusion of every event, renter must ensure the following:

 1. Floor must be swept and mopped. Initials: _____
 2. All food must be removed from the clubhouse. Initials: _____
 3. Sink must be cleaned and empty. Initials: _____
 4. Bathroom must be clean. Initials: _____
 5. All lights must be turned off (this includes bathroom lights in both the men & women's room, hall light, and party room). Initials: _____
 6. Thermostat must be lowered to 60 degrees Fahrenheit. Do NOT leave the AC or Heat turned up while the property is vacant. Initials: _____
 7. If applicable, keys must be returned to the key box. Initials: _____
 8. All bathroom and party room trash must be removed from the premises. Initials: _____

V. POOL PARTIES

- A. For pool parties, additional lifeguard(s) must be scheduled.
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All individuals using the pool must present a pool pass. The cost for the additional lifeguard(s) is the responsibility of the Pool Party Host and is nonrefundable once the pool party is scheduled.

This cost must be paid one week in advance of the party by cash, money order or cashier check made out to Mayflower Square Condominium Recreation Facility.

VI. CLUBHOUSE SUN DECK

During the pool season, use of the Clubhouse Sun Deck is shared with the other residents

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using the pool.

VII. ACCEPTANCE OF THE CLUBHOUSE RENTAL AND POOL PARTY PROCEDURES AND RULES

Residents renting the clubhouse agree by their signature on the Clubhouse Rental Contract to abide by the procedures and rules contained herein.

VIII. LIABILITY

- A. The resident signing the rental contract must be present at the event at all times and is responsible for the actions of his guests.
 - B. All persons using the recreational facilities do so at their own risk and are solely responsible for their own safety. Residents and guests agree to hold harmless the Mayflower Square Condominiums Associations and their agents from all liability in conjunction with the use of the recreational facilities.
 - C. The person renting the clubhouse is liable for any damage--to the buildings, recreational facilities, or other common elements or equipment --caused by the renter or his guests.
 - D. Any costs incurred to repair property damage or restore landscaping will be charged to the resident hosting the event.
 - E. The security deposit is not to be considered liquated damages.
 - F. At the discretion of the Mayflower Square Condominium, Section I, Board of Directors, the security deposit may be applied to the cost of the repairs.
 - G. Mayflower Square condominium will not reimburse the cost of towing for cars parked illegally in any of the lots.
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IX. RIGHT TO REFUSE RENTAL AND/OR TERMINATE AN EVENT

The Mayflower Square Condominium, Section I, Board of Directors has the right to refuse clubhouse rental to any resident or his tenants if that unit owner is delinquent in paying his condominium assessments, to immediately terminate any activities at the clubhouse that interfere with the rights or safety of Mayflower Square Condominium residents, to immediately terminate any activities at the clubhouse that are in violation of the conditions and terms of this contract, and to refuse use of the clubhouse by any resident who has violated the rules in the past.

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X. CLUBHOUSE RENTAL AND POOL PARTY CONTRACT

Name: -----

Address -----

Phone: -----

Rental Date: -----

Time & Type of Event: _____

By signing the Clubhouse Rental and Pool Party Contract, the resident scheduling the event agrees to comply with the Clubhouse Rental and Pool Rules and Regulations and he/she agrees to be present at the event at all times.

A. CONDITION OF CLUB HOUSE PRIOR TO RENTAL

Signature of Clubhouse Renter and/or Pool Party Host

Date

Signature of Clubhouse Coordinator

Date

B. CONDITION OF CLUBHOUSE AT CONCLUSION OF RENTAL

Signature of Clubhouse Coordinator

Date

Checks/Money Orders make payable to: Mayflower Square Condominium Recreation Facility

Take Key Date: _____

Clubhouse Rental Fee: _____

Return Key Date: _____

Security Deposit: _____

Door Access Code: _____

Payment for Lifeguard(s): _____