

WOODSIDE TRAILS CONDOMINIUMS

CLUBHOUSE RENTAL AGREEMENT

Date of Reservation: _____ Number of Guests: _____

Time of Reservation: (From) _____ (To) _____

**** PLEASE NOTE THAT YOU ARE ONLY ALLOWED IN THE CLUBHOUSE DURING THE TIME LISTED ABOVE ****
***** PLEASE BE SURE TIME IS INCLUDED FOR SET UP AND CLEAN UP *****

Purpose of Event: _____

Name(s): _____
(OWNER AND TENANT IF APPLICABLE)

Address: _____

Phone: _____ Email: _____

\$75.00 RENTAL FEE: Check# _____ Date: _____

\$250.00 DEPOSIT: Check# _____ Date: _____

**** Please note checks are to be made payable to Woodside Trails Condominiums. ****

****** The Clubhouse is an amenity only of the Association and is NOT considered a source of additional income for the Association; therefore, we cannot accept rental requests for business/social gatherings such as ‘Tupperware parties’ and/or similar activities.

- Only one date may be reserved at a time.
- The rental date will be confirmed upon receipt of the completed form, rental fee and deposit.
- The key is in a lock box located next to the door at the clubhouse; the owner will receive an email with 2 codes upon receipt of agreement. You can contact **Christina at AMC Management – (314) 291-1450** with any questions.
- Access to the clubhouse is ONLY allowed during the time frame listed above. *****PLEASE NOTE:** There may be rentals immediately prior to or following your rental time slot. Please make sure that you are only in the clubhouse during the time listed above.
- The owner renting the Clubhouse must be present during the rental event.
- The clean-up must be completed, and the key returned to the lock box by midnight the day of your rental event to avoid forfeiture of your deposit.
- Proper information on clean-up is posted on the door in the main room of the Clubhouse.
- The Clubhouse will be inspected following the event; if the cleaning is complete, there is no damage, and everything is in order the deposit check will be returned by mail the next business day.
- The owner renting the Clubhouse will be held responsible for any cleaning or repair costs; charges exceeding the \$250 deposit will then be charged to the owner for the additional balance due.

**** Safety requirements limit the size of events to:**

- 45 persons if the guests will be seated at tables as at a dinner.
- 75 persons if the guests will be seated or standing as at an informal party with serving tables only.

5 rounds and 5 rectangular tables. 40 folding chairs. Large dining table w/6 chairs. Bar height table w/4 chairs. 3 bar chairs at kitchen counter and 2 upholstered chairs.

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RULES GOVERNING THE RENTAL & USE OF THE WOODSIDE TRAILS CLUBHOUSE

- 1) Only OWNERS at Woodside Trails may rent the clubhouse.
- 2) There must be a current Owner Contact Information Form completed and on file with AMC Management.
- 3) In the event a unit is rental, the owner may rent the clubhouse for the tenant subject to these stipulations:
 - a. The owner is the ultimate responsible party for the clubhouse rental.
 - b. All paperwork and checks must come from the owner.
 - c. There must be a current lease and tenant contact form on file with Prism Realty.
 - d. Tenant can substitute for the owner on #7 & #8 below.
- 4) Use of the Clubhouse is on a first come, first served basis.
- 5) The Owner must be current on all monthly and special assessment fees as well as having a zero balance to confirm a rental date.
- 6) If an owner becomes delinquent between the time that they place their condo deposit and the date of their function, the clubhouse rental date is subject to being cancelled at any time until the owners account is brought current.
- 7) Owner must be present during the entire time of the event.
- 8) Owners renting the Clubhouse must be at least 21 years of age.
- 9) The swimming pool is NOT available for rent; only the clubhouse itself.
- 10) Events must conclude by midnight.
- 11) Fire code occupancy requirements must be adhered to. Refer to the sign posted in Clubhouse.
- 12) At the end of the event, the following is required:
 - a. Vacuum carpeting and damp mop tile floors. Vacuum, broom, mop and cleaning supplies are in the hall closet next to the women's bathroom. (Please notify Prism Realty in the event the supplies are low)
 - b. Wipe down all counter tops in kitchen and bathrooms, oven/stove top clean, microwave is clean, and refrigerator is clean.
 - c. Place all trash in large plastic bags and place them in the outside containers available for this purpose. Extra trash bags are stocked below the kitchen sink.
 - d. All main level tables and chairs are to be returned to the location there were prior to your event.
 - e. If lower level tables and chairs were used be sure that they are returned to the lower level location, they were prior to your event.
 - f. Set thermostat at 65 degrees in winter and 80 degrees in summer prior to leaving.
 - g. Be sure all lights and fans are turned off.
 - h. Refer to 'Woodside Trails Clubhouse After-Use Checklist' for additional in information.
 - i. Lock all doors. Be sure the doors between the main clubhouse area and the hall to the bathrooms are locked as well as the outside door.

NOTE: By accepting the rental agreement and placement of the \$250.00 deposit you understand that failure to comply with the above could result in the loss of your deposit.

The owner acknowledges and understands that he/she has received the Clubhouse Governing Rules of Woodside Trails Condominiums concerning the obligations of renting the Clubhouse. In signing this Clubhouse Rental Agreement, the owner accepts these rules.

Owner(s): _____ Date: _____

Tenant (If applicable): _____ Date: _____

Accepted By: _____ Date: _____

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Keep for your records

Clubhouse lock box codes:

Upon receipt of the email providing the lock box codes, please write them below and store them in a safe place. You will always have the email to refer to should you misplace this information.

Code 1: _____

Opens the box beginning at _____ AM / PM

Code 2: _____

Opens the box beginning at _____ AM / PM

To open the box, you will enter the code given to you. The box will beep and flash a green light, pull the top of the box toward you and remove the key, close the box. You will repeat the same steps the return the key.

Please remember the return the key, failure to do so could result in forfeiture of your deposit.