

Reservation Date: \_\_\_\_\_

Address: \_\_\_\_\_

## **RECREATION CENTER RENTAL AGREEMENT**

### **Policy:**

- **Reservations:**  
Reservations for use of the Recreation Center are made on a first- come – first serve basis and are subject to approval by the Board of Directors. All assessments must be paid in full by the unit owner in order for eligibility to reserve the Recreation Center. Reservations cannot be made more than 90 days in advance and no less than 10 business days in advance (i.e. manager on vacation, etc.). Only homeowners may rent the facility and renters/tenants may rent the facility with the homeowners written consent as its the homeowners account that will be charged for any damages or extra cleaning.
  
- **Usage Fee:**  
There is a non-refundable usage fee of \$75.00 on weekends (Friday, Saturday & Sunday and holidays) and \$50.00 non-refundable usage fee on weekdays (Monday – Thursday) that is due when the reservation is made. Fee is subject to change.
  
- **Damages and Cleaning:**  
Any damages or extra cleaning required, lost key or key not returned will be charged to the unit owners account will be charged directly. A \$500.00 deposit is required when you pick up the key for any non- unit owners.
  
- **Key to the Recreation Center:**  
**PICK UP:** If you are reserving the Recreation Center for Friday, Saturday Sunday or a holiday through Sunday, you are required to pick up the key no later than Wednesday or contact the manager by Wednesday for drop off. If you're reservation is for Monday through Thursday use, you are required to pick up the key 2 business days before the reservation or contact the manager by Wednesday for drop off. This will ensure that you receive the key should the one employee fall ill, be on vacation, etc.  
**RETURN:** After you are done using the Recreation Center, on the date of your reservation, you are required to leave the key in the locked drop box in front of the Recreation Center. *The key needs to be put into the drop box in order to receive your deposit back as well.*

### **Rules of Use:**

- Do not move any of the furniture that is located in the front lobby area (the area near the restrooms).
- Do not remove any of the wall art.
- The owner of the unit must be present at all times during the use of this facility in the event their tenant, friend or relative wants to use the facility.
- The maximum number of people allowed is 75.
- Function must end by 11:00 PM for reservations made Sunday through Thursday and by 1:00 AM for reservations made on Friday's & Saturday's.

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- No loud or amplified music, which may disturb residents who live on either side of the Recreation Center.
- ***Pool parties are strictly prohibited.*** No one from your function may be in the pool area at any time with exception of placing trash into the trash receptacle.
- ***NO ALCOHOL MAY BE SERVED TO MINORS UNDER ANY CIRCUMSTANCES.*** Unit owners take full responsibility for serving or providing alcoholic beverages of any kind at THEIR function. The Park at Quail Creek, HOA, Inc., the managing agent, property manager and site manager are NOT responsible in any way for those who consume alcoholic beverages during YOUR function that may result in property or bodily injury and/or death.
- **Smoking is strictly prohibited in the Recreation Center.** All smoking guests must smoke outside in the front of the Recreation Center where there is a smoking receptacle available and ***not*** in the pool area. *Please remind your smoking guests to keep the party inside the Recreation Center as to not disturb residents who live near the Recreation Center.*
- All food and drinks must be kept inside of the Recreation Center at all times. Cooking outside of the Recreation Center is prohibited.

### **Clean Up Procedures:**

- All trash must be removed. There is a trash can in the kitchen area that may be used and then the contents may be dumped in the trash cart outside behind the kitchen window. There are recycle bins in the hallway by the kitchen – these can be used and then dumped in the recycle carts that are located in the parking lot to the Rec Center. ***DO NOT*** leave regular trash in the recycling center.
- Remove all perishable food and drinks.
- Clean all areas to their original condition (e.g. counter tops, stove top, oven, refrigerator/freezer).
- Wipe down table tops.
- Floors: Sweep the floors after the function is over. DO NOT mop the floor - there is a heavy wax on the floor and if you try and mop it will turn white. If there is a spill, please just wipe it up.
- All decorations (e.g. balloons, streamers, rice, rose petals, stickers, staples & tacks) must be removed and disposed of.
- *Be sure and clean up any trash that your guests **may** have left outside of the building or in the restrooms.*

### **Before You Leave the Recreation Center:**

- ✓ Make sure no one has left any cameras, dishes or other items behind. ***We are not responsible for any items left behind.***
  - ✓ Turn off all lights as indicated on the light plates.
- ✓ Turn all three of the thermostats to the temperature indicated on the thermostats.
- ✓ Make sure you have locked all 5 doors (two sets of French doors, both doors leading to the hallways leading to the restrooms and finally the front door).
  - ✓ Put key in the locked drop box located in front of the Recreation Center.
- ✓ *Please keep in mind that the building may be used again on the same weekend as you are using it.*

Reservation Date: \_\_\_\_\_

Address: \_\_\_\_\_

I, \_\_\_\_\_, agree to accept **ALL** of the terms listed on all pages of this agreement in order to use the Recreation Center of the Park at Quail Creek.

\_\_\_\_\_  
Unit Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Mailing Address (if different)

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Home #

\_\_\_\_\_  
Work #

\_\_\_\_\_  
Mobile #

\_\_\_\_\_  
Email Address

Usage Fee of \$ \_\_\_\_\_ Paid on \_\_\_\_\_ Check # \_\_\_\_\_

Non- Owners Deposit: \_\_\_\_\_ Check # \_\_\_\_\_ Date Paid \_\_\_\_\_

**UNIT OWNERS ACCOUNT WILL BE CHARGED FOR ANY DAMAGES, EXTRA CLEANING, LOST KEY OR KEY NOT RETURNED**

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date