



Clubhouse Rental Agreement

Renter must be a SCF homeowner-resident in good standing

Name of Renter _____ Rental Date _____

Address _____ Phone _____

Event Start Time _____ Event End Time _____ Type of Event _____

Approx. number of people _____ Not to exceed _____ Rental fee \$200 _____ Deposit fee \$150 _____

Yes, I have received and read the Clubhouse Rules, Check-out Procedures and Schedule of Fines, attached hereto as Attachments A, B and C. _____ **(Initial)**

The Renter may include the deposit and rental fee in the same check made payable to Spring Creek Forest Civic Association and agrees to pay rental fees as follows:

DEPOSIT FEE: \$150.00 (will be cashed at the time of receipt, and refunded accordingly, depending upon inspection results, after the event.)

*Please allow up to four (4) weeks from the date of the inspection for the return of your deposit.

RENTAL FEE: Full Day \$200.00 (8am-12am) Rental (Includes set up and clean up time)

TOTAL RENTAL FEE: \$350.00 (\$150.00 DEPOSIT + \$200.00 RENTAL FEE). This fee is due immediately if the reservation is made less than 60 days before the scheduled event. However, reservations may be made up to 6 months in advance. In this case, the rental fee is expected when the scheduled event is within 60 days. It is the responsibility of the renter to remember that payment is due at that time. If payment has not been made prior to 45 days ahead of the scheduled event, the reserved time may be lost.

By my initials, I acknowledge the following:

- I agree to leave the clubhouse in the same condition in which it was found; I understand that it must be cleaned by the end of the event; and the key will be returned immediately following the event to the designated locked drop box located by the front entry to the clubhouse. _____ **(Initial)**
- I understand that the clubhouse is to be rented by a SCF homeowner/resident in good standing only ("Renter"). I understand the clubhouse may be rented by a homeowner on behalf of a renter and that the clubhouse is not available rent for use by individuals who do not reside inside Spring Creek Forest. I understand that this event is sponsored by me as a homeowner. If the event is for minors (18 yrs. of age & under), the clubhouse must be rented by a parent/legal guardian & and the event must be chaperoned by adults for the entire rental time. _____ **(Initial)**



Clubhouse Rental Agreement

- Further, I understand that I am responsible for any/all damages to the clubhouse, or immediate area, that occurs during my rental & agree to pay for such damages. Before the deposit is returned, the clubhouse is to be inspected by a representative of the Social Committee according to the Attachments A through C. If the clubhouse and its contents are not in the same condition as the day the clubhouse was initially made available, the Renter deposit is forfeited, and additionally, the Clubhouse Damages Schedule of Fines will be imposed. _____(Initial)
- If the clubhouse is in disrepair when the renter takes occupancy, a representative of the SCF Committee or Sterling Mgmt. should be notified immediately. _____(Initial)
- I agree to indemnify the SCF Civic Association against any third-party claims made by anyone attending my rental event. _____(Initial)
- I understand the clubhouse will not be used for a pool party & no one will go into the clubhouse in wet swimming suits or clothing. _____(Initial)
- I understand the clubhouse cannot be used for commercial or moneymaking activities, including soliciting business or orders for products/services. _____(Initial)
- I understand that I am responsible for the consequences arising from any alcoholic beverages, which are served or consumed at my rental event. _____(Initial)
- **No smoking or vaping** allowed in the Clubhouse/patio. Smoking is only permitted in parking lots. _____(Initial)
- Reservations not canceled 14 days prior to rental will result in forfeit of your rental fee. Your reservation date is not secure until there is a signed contract & appropriate funds are received and deposited. _____(Initial)

***There is no free use of the clubhouse except for sanctioned SCF committees, clubs, and events.**

Signature of Homeowner: _____ Date: _____

Signature of Chairperson or Sterling Rep: _____ Date: _____



Clubhouse Rental Agreement

ATTACHMENT A

RULES FOR THE CLUBHOUSE

- (A) Smoking is not permitted inside the clubhouse;
- (B) All minors shall be accompanied by a parent or legal guardian;
- (C) The Renter of the clubhouse is responsible for cleanup, as described in the inspection form, attached hereto as Attachment "A", (****absolutely NO GLITTER, no duct tape, nails or tacks on walls or windowsills**) Disposing of all trash after each rental will be the sole responsibility of the Renter. You must remove all trash completely from the clubhouse and place in outside receptacle refuse containers.
- (D) The clubhouse to be open at rental agreed upon hours and closed no later than midnight.
- (E) Music can be played in the clubhouse at a level that does not bother the neighborhood and cannot be heard outside of the clubhouse.

THESE RULES APPLY TO EVERYONE, NO EXCEPTIONS.



Clubhouse Rental Agreement

ATTACHMENT B

INSPECTION FORM FOR THE SCF CLUBHOUSE RENTAL

DATE OF RENTAL: _____ DATE OF INSPECTION: _____

RENTER: _____

AREAS OF INSPECTION

- Acceptable Unacceptable TRASH REMOVED FROM THE FACILITY KITCHEN AREA AND REFRIGERATOR CLEAN
- Acceptable Unacceptable CARPETS VACCUMMED (if any)
- Acceptable Unacceptable FLOORS SWEEPED AND MOPPED
- Acceptable Unacceptable RESTROOMS CLEAN AND ALL
- Acceptable Unacceptable FACILITIES WORKING
- Acceptable Unacceptable WINDOWS CLEAN AND NOT BROKEN
- Acceptable Unacceptable WALLS CLEAN, UNMARKED AND UNDAMAGED
- Acceptable Unacceptable FURNITURE IN PROPER LOCATION AND UNDAMAGED
- Acceptable Unacceptable THERMOSTATS SET BACK TO SEASONAL SETTINGS:
(77 during hot weather, 70 in cold weather)
- Acceptable Unacceptable EXTERIOR AREA CLEAN OF ALL DEBRIS
- Acceptable Unacceptable LAWNS FREE OF TRASH AND NOT DAMAGED
- Acceptable Unacceptable VACATED BY MIDNIGHT (unless pre-arranged)



Clubhouse Rental Agreement

ATTACHMENT C SCHEDULE OF FINES

The following is an agreed upon schedule of fines to be paid in addition to forfeiture of the initial rental deposit if any areas shown in the inspection form is unacceptable.

CLUBHOUSE DAMAGES

FURNITURE, CHAIRS/OR TABLES NOT STORED AS STIPULATED	\$75.00
FURNITURE, CHAIRS/OR TABLES DAMAGED	\$COST**
WALLS AND/OR WINDOWS MARKED AND/OR DIRTY	\$150.00
EXTERIOR AREAS DIRTY AND/OR DAMAGED	\$175.00
TRASH NOT REMOVED FROM THE FACILITY (<i>per bag or receptacle</i>)	\$25.00
KITCHEN/REFRIGERATOR NOT CLEANED OR ITEMS REMOVED	\$75.00
RESTROOMS FACILITIES DAMAGED OR DIRTY	\$50.00**
WINDOW(S) BROKEN	\$150.00
NOT VACATED BY MIDNIGHT (<i>unless pre-arranged</i>)	\$100/HR