

Lake Shawnee Club, Inc. CLUBHOUSE RENTAL RULES

Please contact your Clubhouse Monitor at least 7 days before your rental

RENTER: The person renting the clubhouse must be (1) a Member of the Club as of the **date of this agreement** as well as the **date of the function** (2) at least 21 years old; and (3) renting the clubhouse solely for their own use. The renter is responsible for all of their guests present, their activities and behavior. **The renter must be present during the entire period of the rental use.**

USE: The clubhouse may only be rented for family or personal recreational purposes. It may not be rented for purposes such as company picnics, business ventures, weddings, etc. The Board of Governors reserves the right to refuse or terminate rental for any function that is not consistent with the **Club By-laws, Standing rules** and these **Clubhouse Rental Rules**. Events consisting of large numbers of person under 18 should have adequate chaperones present. Renters & Guests are limited only to the clubhouse area after 10pm.

NO TENTS ALLOWED. NO CANOPIES OR TARPS LARGER THAN 10 X 10.

The Board of Governors may, in its discretion, allow use of the clubhouse for community functions such as Girl & Boy Scouts Groups, etc. at no expense.

CAPACITY: The maximum occupant capacity of the clubhouse is 75 persons. For use of both inside and outside the total capacity is limited to 125 persons. The renter must make alternate provision if inclement weather precludes use of the outside so that the clubhouse occupant capacity limit is not exceeded.

RENTAL FEE: Full day = \$160.00 Half day = \$80.00 (Half-day rental are Monday-Friday only) The rental fee is due at time of rental booking. Daytime half day rentals must be vacated by 5PM and evening rentals begin at 6PM. The clubhouse is only rented for a full day on Saturday & Sunday. **The clubhouse must be completely vacated regardless of rental by 1 AM.**

DEPOSIT: A deposit of **\$175.00** must be paid at the same time as the rental fee. After the clubhouse has been checked-out to the satisfaction of the Monitor, the Club will promptly return the full or unused portion of the deposit to the renter.

The Club shall retain all or a portion of the deposit in the event that the clubhouse, grounds, or facilities are damaged or are not cleaned to the satisfaction of the Monitor. If repairs or cleaning expenses exceed the deposit, the renter shall be obligated to immediately pay the Club any additional amounts to restore the clubhouse, grounds, and facilities to pre-rental condition.

Any function that is terminated due to any rule infraction, the Board shall have the right to retain the renter's deposit and rental fee. In such case, the club shall not be responsible for any costs the renter may have incurred for the event.

CANCELLATIONS: If a rental reservation is cancelled 30 days prior to the rental date, the Club shall promptly refund the deposit and rental fee. If a rental is cancelled less than 30 days prior to the rental date, the Club shall retain 50% of the rental fee and shall promptly return the Deposit and 50% of the Rental Fee.

Approved 5-1-2009

CHECK-IN / CHECKOUT: The Clubhouse Monitor will provide check-in on the day of the rental. The renter must make arrangements with the Monitor **at least 7 days** in advance of the rental date. Failure to do so could result in loss of rental. Both the check-in and checkout times must be reasonable and agreeable to the Monitor.

MUSIC/NOISE: Any and all outdoor activities that may be perceived as a nuisance to any nearby residents, including any excessive/unreasonable noise and music must cease by 8PM or at anytime at the direction of a Board Member/Clubhouse Monitor. Should a Board Member/Monitor determine the noise to be unreasonable, that decision shall be binding to the renter. All music regardless of type and location must cease by 10PM in accordance with Twp. Ordinances. After 10pm, indoor background music is acceptable when windows are closed. DJ's must operate within reasonable noise levels inside or outside the Clubhouse at all times and must always operate in accordance with all Twp. Ordinances. **Outdoor karaoke machines and outdoor amplified instruments/bands are not permitted.**

ALCOHOLIC BEVERAGES: No alcoholic beverages may be served to, or consumed by any person under 21 years of age. Controlled dangerous substances are prohibited on Club properties. The renter is solely responsible for providing for the conduct and safe journey home of any obviously intoxicated or impaired guests.

DECORATIONS: Blue masking tape is the only acceptable means of securing decorations to clubhouse walls and ceilings. Absolutely no scotch tape, thumb tacks, etc. may be used to attach decorations. All decorations are to be completely removed after event.

CLEANING: The renter is responsible for returning the entire clubhouse and grounds used by their guest to the pre-rental condition. All trash must be removed from Club property. The Clubhouse Monitor will review the pre-rental condition of the items listed on the **Clubhouse Inspection Checklist** and must be fully satisfied with the post-rental clean up and conditions.

CLEAN-UP PROCEDURES

- 1. Return and stack tables and chairs to proper place in storage area.**
- 2. Remove all decorations.**
- 3. Clean bathrooms.**
- 4. Clean kitchen, kitchen appliances and sinks.**
- 5. Pick-up exterior trash around Clubhouse and all other areas used.**
- 6. Remove trash. (Take home for disposal/recycling).**
- 7. Clean windows and door glass.**
- 8. Vacuum carpeted areas.**
- 9. Dry sweep or dry mop all floors.**
- 10. Wet mop all floors. Water only**
- 11. Close and lock all doors and windows. Turn off all lights.**
- 12. Turn down thermostat to 55 F and turn off hot water heater.**