



## Lake Shawnee Club, Inc. CLUBHOUSE RENTAL RULES

**RENTER:** The person renting the clubhouse must be (1) a Member of the Club, in good standing, 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 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 people 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 interior occupant capacity of the clubhouse is 74 total persons. The Maximum deck capacity at all times is 40. The renter must make alternate provision if inclement weather precludes use of the outside so that the clubhouse maximum interior occupant and deck capacity limit is not exceeded.

**RENTAL FEE: Full day = \$300.00** The rental fee is due at the time of rental booking. The clubhouse is only rented for a full day. **The clubhouse must be completely vacated regardless of rental by 1 AM.**

**DEPOSIT:** A deposit of **\$200.00** 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 or shred the check unless requested to be returned.

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 club rule infraction or violation of this contract, the Board shall have the right to retain any portion of the renter's deposit and rental fee. In such a 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.

**CHECK-IN / CHECKOUT:** The Clubhouse Monitor will provide check-in and check-out on the day of the rental. The renter must plan with their assigned Monitor **at least 10 days** in advance of the rental date. ***Failure to call the MONITOR could result in the loss of the clubhouse 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 any time at the discretion 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 always operate within reasonable noise levels inside or outside the Clubhouse 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 less than 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:** Decorations are limited to centerpieces and balloons for tabletops and bar top **ONLY!** Absolutely no use of decorations attached to walls, ceilings, doorways, or window frames. Additionally, nothing is to be attached to outdoor siding or decking. Lack of adherence to decoration guidelines will result in forfeiture of your rental deposit.

**CLEANING:** The renter is responsible for returning the entire clubhouse and grounds used by their guest to 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.

**THERE IS NO CUSTODIAL STAFF AT THE CLUBHOUSE! PLEASE LEAVE NO TRACE!!**

**Absolutely NO smoke machines/fog machines inside the clubhouse.**

**Do NOT remove pictures from walls!!!**

## The Renter's Responsibility Checklist

### CLEAN-UP PROCEDURES

1. Return and stack tables and chairs to proper place in storage areas.
2. Remove all personal items.
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/RECYCLING. (Take home for disposal/recycling).
7. Clean windows and door glass.
8. Vacuum carpeted areas (stairway).
9. Dry sweep/vacuum floors.
10. Wet mop all floors.
11. Close and lock all doors and windows. Turn off all lights.
12. Check thermostats/Heat-A/C

Bathrooms are supplied with hand soap and toilet paper. Kitchen has dish soap.

Cleaning supplies are in closet up and down. Brooms, mops, cleaners, and a vacuum!

Suggested Extra Supplies to Bring: Large & small garbage bags, potholders, and dish towels.

**THERE IS NO custodial services at the clubhouse, PLEASE LEAVE NO TRACE!**

### Clubhouse Amenities:

#### Upstairs:

80-padded chairs  
7-6ft round tables  
9-6ft rectangle tables  
4-5ft rectangle tables  
4-4x4 square tables  
Garbage and recycle cans

Kitchen-Oven/stove, Microwave,  
refrigerator, 12cup coffee pot  
hot water tea pot

#### Downstairs:

70-metal chairs  
7-6ft tables  
3-5ft tables  
1-4x4 square  
Garbage and recycle cans

