

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 must be present during the entire period of the rental use.** _____ **Initial**

USE: The Clubhouse may only be rented for family or personal recreation 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.** Renters & Guests are limited to the clubhouse area only after 10 pm

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

The Board of Governors may, in its discretion, may allow the use of the Clubhouse for community functions such as Brownies, Cub Scouts, etc at no charge. Committees of the Board are allowed the use of the clubhouse at non-rented dates and times. Such Committees use does not require a fee, deposit, or signing of the **Clubhouse Rental Agreement.** _____ **Initial**

CAPACITY: The maximum occupant capacity of the Clubhouse is 65 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 the use of the outside so that the Clubhouse occupant capacity limit is not exceeded. _____ **Initial**

RENTAL FEE: Full day = \$170.00 Half day = \$85.00 (Half-day rental Monday-Friday only) The rental fee is due at time of rental booking. Daytime half day rentals must be vacated by 5 PM and Evenings begin at 6 PM. The club house is only rented for a full day on Saturday & Sunday. The Clubhouse must be completely vacated regardless of the rental by **1 AM.** _____ **Initial**

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 the pre-rental condition. _____ **Initial**

CANCELLATIONS: If a Rental reservation is canceled 30 days prior to the rental date, the club shall promptly refund the Deposit and Rental Fee. If a rental is canceled 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. _____ **Initial**

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. Both the check-in and check-out times must be reasonable and agreeable to the Monitor. _____ **Initial**

HOLIDAYS: The Club or the Club Social Committee have first right of use, if so desired, of the Clubhouse on the following dates: Memorial Day weekend, the last weekend in June (Community Day); Labor Day; and New Year's Eve. If the Club has not reserved these specific dates for Club sponsored use by January 1st, the Clubhouse shall

be available for rental on those dates. _____ **Initial**

MUSIC/NOISE: All outside activities, and any noise that may be perceived as a nuisance to nearby residents, including any music, must cease by 8 PM or at any time at the direction of a Board Member or Clubhouse Monitor. Excessively loud indoor music regardless of type must cease by 10 PM. Amplified live music is not permitted at any time. Unamplified live music and karaoke machines are permitted inside the clubhouse only. A DJ may be used at reasonable noise levels inside or outside the Clubhouse, subject to the noise curfews mentioned above and in accordance with all Twp. Ordinances. _____ **Initial**

ALCOHOLIC BEVERAGES: No alcoholic beverages may be served to, or by any person under 21 years of age. No other controlled dangerous substances are allowed on Club properties. The Renter is solely responsible for providing for the conduct and safe journey home of any intoxicated or impaired guests. _____ **Initial**

DECORATIONS: The blue tape provided by the Club is the only acceptable means of securing decorations to Clubhouse walls and ceilings. Absolutely no cellophane tape, thumb tacks, etc. may be used to attach decorations. _____ **Initial**

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 cleanup and conditions. _____ **Initial**

RENTING OF EQUIPMENT/SUPPLIES: Any member who wishes to enter into any rental agreement for party rental equipment, inflatable's or any other equipment that may require an insurance liability waiver must contact the Club prior to signing any contract. _____ **Initial**

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.**
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.**