

ROA Clubhouse Rental Agreement

Name of Renter _____

Address _____ Phone _____

Date (s) requested _____ from _____ a.m./p.m. to _____ a.m./p.m.

Purpose _____ Number of attendees _____

Per the rental agreement, I submit \$_____ check/cash Usage fee, \$_____,
Cleaning fee, and \$_____ check/cash Security Deposit.

If the renter wishes to set-up or decorate the clubhouse the day before the function, there will be an additional charge of \$50.00. The Clubhouse will be available at 3 p.m. the day prior to the function providing it does not interfere with another scheduled function.

Cancellation Policy: If you need to cancel your registration, full refunds less a [\$25.00] cancellation fee are available until 30 days prior to the event. After _____, no refunds will be processed.

_____ There will be a fifty dollar (\$50.00) charge if clubhouse doors are left unlocked or AC left below 73 degrees

_____ I understand I will forfeit my deposit if party guest exceeds the number paid for in my contract and I will be ask to terminate party.

_____ I have read the rental agreement and checkout checklist. I agree to the Conditions stated herein below.

_____ All furniture must be returned to its original (pre party) place if not \$50 will be deducted from security deposit.

_____ My guest are to park in Clubhouse parking area **ONLY**. (60 Cars Max)

_____ I accept full responsibility for the behavior of my guests and for all damage caused by them to ROA property.

_____ Rental of the clubhouse or lower level patio including bathrooms **DOES NOT** include the use of the pool. My guests will remain outside the pool fence. If anyone from party is caught inside the pool fence I will forfeit my security deposit.

_____ **All parties must end no later than 11:00 P.M. and NO ONE in the building or on the grounds later than midnight. I will forfeit my security deposit if my event disturbs residents after 11:00 p.m.**

_____ I will ensure that **No alcoholic beverages** of any kind will be served to, or consumed by, any of my **guests less than 21 years of age** on ROA property.

Renter's Signature _____ Date _____

Accepted for ROA _____ Date _____

Deposit Check Returned Date _____ Signature _____

The number of people occupying the clubhouse may not exceed 100.

**Friday Saturday or Sunday
NON Resident**

Number of people	Usage Fee	Security Deposit	Cleaning Fee
1-24	\$200.00	\$200.00	\$60.00
25-50	\$300.00	\$300.00	\$70.00
51-75	\$400.00	\$400.00	\$80.00
76-100	\$500.00	\$500.00	\$80.00

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A reservation is effective only upon receipt of the deposit.

The entire clubhouse interior, including restrooms, is a **No-smoking** environment
Smoking is permitted on the decks & lower patio area.

ROA reserves the right to pre-empt additional days for ROA Functions.

Persons wishing to reserve the clubhouse for exclusive use must submit a reservation request to the ROA Manager.

The person reserving the clubhouse must be present at the function for its entire duration.

No outside Speakers

From May 1 through Labor Day, the parking area closest to the pool is reserved for Pool guest.

Parking is NOT allowed in the neighborhoods.

ROA is not responsible for spoilage of foodstuffs, beverage and other items placed in the clubhouse by the renter.

The telephone number in the kitchen is 783-5051. Please limit call to 3 minutes.

In case of emergency please dial 911.

Check-in Procedures:

Contact manager for codes the week of the event.

In the event manager is not available listed below are a board member and Manager's cellular number to call:

Manager Maggie Perry	803-331-4807
Cese Newcomer	803-783-1501

Check-out Procedures:

All furniture must be returned to its original (pre party) place.

Set thermostats to 73 degrees

All food and beverage must be removed from refrigerator/freezer.

All trash cans emptied and waste placed into containers in the service area.

All folding chairs returned to storage closet.

Folding tables wiped and returned to storage shed.

All decorations removed (to include tape on walls, ceiling, doors, and windows)

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Restrooms checked and lights off.

All lights off except entrance way lights

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All doors locked (to include 3 entrance doors, service door off kitchen and door to downstairs).

The parking lot and surrounding area left clean and free from litter.