

# Wesley Lakes Community Association Clubhouse Rental Agreement

(101 Cameron Road and 123 Burleyson Drive/Oxford Downs)

Please use this checklist to insure the clubhouse is left in the same condition as when you came.

- Make sure all garbage is securely tied in a trash bag and placed in the large trash can located outside. Replace trash bag in each trash can. Trash bags are located in the closet in the kitchen.
  - All recyclable items should be rinsed and placed in the recycling bin outside.
  - Vacuum carpets (vacuum is located in the closet in the kitchen. Oxford Downs behind folding screen).
  - Wipe off all cabinets, counter tops, tables, microwave and stove.
  - Make sure all appliances and house wares are in the same condition in which you found them.
  - Make sure you pick up trash or debris your party might have left outside the clubhouse (around pool, playground, etc.)
  - Take all your refreshments from the clubhouse (including refrigerator).
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- **THERE IS A \$50.00 FINE FOR LOSS OF THE CLUBHOUSE KEY.**
  - Clubhouse rentals require a scheduled pre-walkthrough (up to 48 hours in advance of event) and at post-walkthrough (up to 24 hours after the event).
  - At the time of pre-walkthrough; this rental agreement will be signed by the resident. The resident must present his/her driver's license. The rental agreement is a contract agreeing to abide by the rules set forth by the WLCA. One of the rules is cleaning up after the event.
  - Reservations can be made up to 30 days in advance on a first come- first serve basis and no less than 7 days in advance.
  - To make a reservation, please contact **Angela Grant at The Grant Group, Inc. at 404-919-1462 or by e-mail at [wesleylakes@thegrantgroupinc.com](mailto:wesleylakes@thegrantgroupinc.com)**. Your account must be current to access any amenities.
  - **No holiday can be reserved.**
  - If a private party will have children attending, there must be one adult present for every four children under the age of 18 years of age.
  - **Clubhouses are smoke-free environments.**

I, \_\_\_\_\_, agree to clean the clubhouse and make sure it is left in the same or better condition in which I found it. I will abide by the rules in place. I understand that as the member reserving the clubhouse, I am responsible for all damages incurred while I or any of my guests use the clubhouse. I understand that costs of repairs, cleaning or replacement items will be charged to me and paid in full by me. Items left in the clubhouse will be held for 30 days and then they will become the property of the WLCA. Rental period will not exceed 6 hours (4 hours for pool at Oxford Downs).

Printed Name: \_\_\_\_\_ Wesley Lakes Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Wesley Lakes Community Association  
Clubhouse Reservation Request**

Please check which clubhouse you are requesting to reserve:

\_\_\_\_\_ Wesley Lakes Community Center (Pool cannot be rented) at 101 Cameron Road. Rental period not to exceed **6 hours**.

\_\_\_\_\_ Oxford Downs Clubhouse/Pool at 123 Burleyson Drive. Rental period not to exceed 4 hours.

Date requested: \_\_\_\_\_ Hours requested: \_\_\_\_\_

Fees:

Wesley Lakes Community Center:                      Rental Fee \$75.00 (first 2 hrs) \$25.00 (per hr)  
\*Refundable Deposit \$150.00

Oxford Downs/123 Burleyson Drive                      Rental Fee \$75.00 (first 2 hrs) \$25.00 (per hr)  
during pool season  
(\$50.00 flat fee when pool is closed)  
\*Refundable Deposit is \$150.00

**Your reservation is not confirmed** until The Grant Group, Inc. receives your signed rental agreement and payment for your rental and deposit fees made payable to the Wesley Lakes Community Association at the following address:

The Grant Group, Inc.  
Attn: Angela Grant  
P.O. BOX 2914  
McDonough, GA 30253

Please provide the following information so a Wesley Lakes volunteer can contact you directly to schedule your walk through of the clubhouse you will be renting.

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ Contact #s: \_\_\_\_\_