

Wesley Lakes Community Association Clubhouse Reservation Request

Please check which clubhouse you are requesting to reserve:

- Wesley Lakes Community Center** (Main Pool cannot be rented) at 101 Cameron Road. (Event cannot exceed **6** hours)
- Oxford Downs Clubhouse Only** at 123 Burleyson Drive. (Event cannot exceed **6** hours)
- Oxford Downs Clubhouse/Pool** at 123 Burleyson Drive. (Event cannot exceed **4** hours)

Name: _____ Address: _____

Phone: _____ Email: _____

Date requested: _____ Time of Event: _____ Hours requested*: _____

Type of event (Circle one): Birthday Party Baby Shower Business Meeting

Other (list here): _____ Expected Number of Guests: _____

Special equipment on site (bouncy house, barbecue grill, etc.): Y or N

Fees:

Rental Fee: \$75.00 (first 2 hrs.) \$25.00 (per hr.) & Refundable Deposit \$150.00 (check)

*Rental time includes 2 hours for set up and 1 hour allowed for cleanup. Example: Your event starts at 2pm and ends at 4 pm. You pay for the time allotted for your event (\$75 in this example-2 hours). You will be allowed to come set up as early as 12 noon for your event. You must be ready for a post walk through and clubhouse must be cleaned by 5 pm (1 hr. after your event is over). If you need more time than the 2 hours to set up and the 1 hour to clean up, you must pay for the additional time. If you want to set up at 10 am (provided there is no other event scheduled), you must pay for 4 hours (2 hours for the event & 2 hours outside of the 2 hours allowed for set up).

Your reservation is not confirmed until The Grant Group, Inc. receives your signed rental request and payment for your rental and deposit fees made payable to the Wesley Lakes Community Association. A deposit check must be submitted with your reservation request for \$150 made payable to WLCA. Rental fees must be paid at time of reservation on line or via certified funds to WLCA. Pay online at www.wesleylakes.org, by mail to Wesley Lakes C/O The Grant Group, Inc. P.O. BOX 2914 McDonough, GA 30253. A member of the Board will contact you for walkthrough up to 48 hours before event. Rental fees are non-refundable and can be used on another day if an event must be cancelled.

Resident Signature: _____

Wesley Lakes Community Association Clubhouse Rental Agreement

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 or under cabinet.
 - All recyclable items should be rinsed and placed in the recycling bin outside.
 - Sweep and mop all flooring.
 - Ensure all bathrooms are cleaned.
 - All décor should be removed from the clubhouses and there must not be any damage to the walls, etc.
 - 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, parking lot, etc.).
 - Take all your refreshments from the clubhouse (including refrigerator).
 - Re-arrange clubhouse furniture and furnishings back to original set up.
 - There are about 25 chairs available at each clubhouse and 2-6' tables for use and must be returned to storage rooms after use.
 - Clubhouse thermostats are set back to 78° during summer and 68° during winter
- **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 14 days in advance. Reservations for holidays are allowed with Board approval only.
 - To make a reservation, please contact **Angela Grant at The Grant Group, Inc. at 678.318.3441 or by e-mail at 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 48 hours 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: _____