

**Ravenswood Homeowners Association
Clubhouse Rental Agreement**

EVENT DATE _____

START TIME _____ END TIME _____

NAME _____

ADDRESS _____

EMAIL _____ PHONE NUMBER _____

TYPE OF EVENT _____

NUMBER OF GUESTS _____

I agree to be responsible for the condition of the Clubhouse facility after I have used it on the above date and to leave it in the same clean condition in which I found it. I further agree to be wholly responsible for the actions of all my guests and to forfeit my rental deposit and provide any additional payment for any repair, replacement, and/or cleaning necessitated by negligence and/or willful acts of my guests or myself. I understand that the Clubhouse is a smoke and alcohol free facility. Smoking and consumption of alcohol is only allowed off the Clubhouse grounds. Only Ravenswood lot owners/residents may rent the Clubhouse.

Further, I agree to defend, indemnify and hold harmless the Home Owners Association (HOA), its Board of Directors and volunteers against all liabilities and expenses including, without limitation, attorney's fees or court costs related to any loss, damage or personal injury arising from the above identified event.

I understand and agree to the following:

1. The rental of the clubhouse DOES NOT/WILL NOT include reserving use of the pool or pool area.
2. Smoking of any kind is not allowed in the Ravenswood Clubhouse, deck, stairs and surrounding area.
3. Animals are not permitted in the Clubhouse, on the deck or tethered to the stairs around the Clubhouse. An exception will be made for legitimate working guidance animals.
4. Open fires are strictly prohibited in or around the Clubhouse, deck and stairs _____(initial)
5. Helium balloons, glitter, confetti, wax and drip candles are all prohibited in or around the Clubhouse.
6. No pins or nails that would damage the walls or ceiling of the interior of the Clubhouse will be used. All decorations must be removed.
7. The owner renting the Clubhouse is responsible for any damage to tables, chairs and all furniture during the time of rental.
8. Wet clothing is not permitted in the Clubhouse.
9. Lessee/owner is responsible for any and all damage, breakage, and actions occurring during the reservation period.
10. Lessee/owner MUST be present during the entire reservation period. _____(initial)

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11. Lessee/owner must be at least 21 years of age. Events for persons under the age of 21 must be chaperoned by AT LEAST one responsible person at least 21 years of age.
12. Lessee/owner is responsible for the conduct of any guests, or any person providing a good or service during the entire reservation period.
13. Lessee/owner agrees that ALCOHOL WILL NOT BE SERVED, SOLD, OR OTHERWISE GIVEN TO PERSONS UNDER THE AGE OF 21. ____ (initial)
14. Lessee/owner will be considerate of neighbors by controlling noise and music volume.
15. Children MUST be supervised by a responsible adult at all times and AT YOUR OWN RISK!
____ (initial)
16. Temperatures may be modified only by the Ravenwood HOA board members.
17. Extra vehicles can be parked temporarily in the emergency parking lot below the Clubhouse. All vehicles must be removed from emergency parking lot by 11:30pm the day of the event.
18. The Clubhouse can only be reserved until 10:00pm, no exceptions.
19. Clean-up must be completed within the reserved time. Ravenwood HOA supplies limited cleaning supplies including, but not limited to: hand soap and toilet cleaner. Lessee/owner needs to bring their own cleaning tools and products. If further cleaning is required due to the renter's negligence, a cleaning fee will be deducted from the deposit.
20. Lessee/owner agrees to perform the following basic pick up and cleaning of the Clubhouse immediately following event:
 - a) Wipe off all tables and chairs.
 - b) Floors should be swept clean. Please clean up spills and food with a damp cloth with warm soap and water. Thoroughly vacuum all carpeting, including under exposed furniture.
 - c) Completely remove all decorations. This includes any tape used to secure decorations. This also includes any decorations used inside or outside of the clubhouse.
 - d) Remove and dispose of all trash in the outside dumpster.
 - e) Wipe down counters and kitchen area. Clean ALL surfaces and remove all food and personal items from refrigerator/freezer. Please clean any spills or food residue. This includes cleaning/wiping down the inside/outside of the microwave.
 - f) Please ensure that bathrooms are neat and tidy (trash picked up, toilettes flushed, etc.) Ensure all faucets are shut off. Report any plumbing issues including running toilettes **immediately**.
 - g) Pick up and properly dispose of all trash both inside the clubhouse and the surrounding outside areas caused from the event.
 - h) All bottles, cans, paper and other debris as a result of function must be removed from outside areas including parking lot area. All trash should be placed in outside trash receptacle.
21. An HOA Board member will inspect the Clubhouse and surrounding areas within 24 hours of the event in order to ensure that conditions set forth in this agreement and the Event Check List form have been met. Any violations of these agreements will result in financial penalties as established by the Board of Directors. Discrepancies in the condition of the Clubhouse and surrounding areas will be noted on the Event Check List and given to a Board Member by the following business day.

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I (Lessee/owner) agree to pay \$50 deposit by check to the Ravenswood Bookkeeper at the time of reservation. The deposit will be refunded after the event providing the terms of this agreement have been met. Lack of cleaning, failure to return the room to the original condition, or any damages to Clubhouse property will result in the forfeiture of a portion or the entire deposit.

I understand all of the terms and conditions in this agreement as indicated by my signature below.

Signature _____ Date _____

Printed name _____

HOA Signature/Title _____ Date _____

For HOA Use Only:

Clubhouse Deposit Rental Fee Paid:	Date _____	Check# _____	Amt Paid: _____
Additional Charges Assessed:	YES	NO	
If yes, please describe _____			

