

**BLUE RIDGE SHORES
COMMUNITY CENTER RENTAL AGREEMENT**

The party renting the Blue Ridge Shores (BRS) Community Center acknowledges that there are security risks involved in the gathering of large groups of people, and further represents that such risks are known to and appreciated by the renting party. The renting party shall provide all necessary security at the Community Center during the term of the rental to ensure, at a minimum, the safety of all persons and property located at the Community Center, and the compliance by all persons with all rules and regulations pertaining to the Community Center.

If a Gate Entrance Code is obtained for guests, **DO NOT POST CODE ON GATES** as this constitutes a serious breach of security.

Members /Renter Name:	Phone No.
Address:	Type of Function:
	Date of Rental:
Total No. of people expected:	Beginning Time:
Kitchen Facilities Need?: YES <input type="checkbox"/> NO <input type="checkbox"/>	Ending Time:
Will alcoholic beverages be served? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Will food be served? YES <input type="checkbox"/> NO <input type="checkbox"/>	
All Day Rental: (<i>more than 8 hours</i>): YES <input type="checkbox"/> NO <input type="checkbox"/>	Total No. of Hours:
Rental Fee: All Day Rental \$150 Deposit \$50	Three Hour or Less Day Rental \$50 Deposit \$50

A non-refundable fee of \$150.00 will be charged at the time of the reservation for each day of use. A refundable deposit of \$50.00 is required as a security deposit. BRPOA retains the right to withhold any portion or all of the security deposit to cover the expenses of cleaning or repairing damage that has occurred. If the request for rental is 3 hours or less, the non-refundable fee is \$50 plus the refundable security deposit of \$50. If the event is 4 hours or more, the rental fee will remain at the full day rate.

The Community Center must be set up and cleaned up on the day rented. However, if the Community Center is not rented on the day before and/or the day after your scheduled rental period, you can set up and/or clean up the Center either of those days. **NOTE:** The Community Center can be rented for either of those days up until 12 noon Monday through Friday or 11 a.m. Saturdays. The key will be available for pickup after noon Monday through Friday or after 11 a.m. on Saturdays. The art work, house decorum, and photographs hanging in the Community Center are to remain on the walls and cannot be removed during the decorating process and/or during the function.

The key to outside door must be picked up and signed for at the BRPOA Office by the sponsoring member. The said member will be held accountable until return of key is validated by the BRPOA Office. The member requesting use of the Center agrees to be present during the function and to be responsible for all liability for damage done to the facilities and indemnifies the BRPOA for any loss arising therefrom. All functions shall conclude by 1:00 am.

The security deposit will be returned within 10 days following the function, provided everything is satisfactory when inspected by the General Manager, or other designated representative of CSC. The General Manager will notify the member of any problems that arise as a result of his/her use of the Community Center. The sponsoring member may be present during the inspection if he/she so requests.

 General Manager Signature Date Member/Registered Renter Signature Date

REFUND \$ _____	DATE _____	INITIAL _____
CENTER CLEAN-UP INSPECTION * VERIFIED BY _____		
Signature	Date	
*At time of inspection, please check sufficiency of kitchen and bathroom supplies (paper towels, toilet paper, plastic trash can liners, and dish washing liquid). Advise General Manager / BRPOA Office if supplies are low.		