

# 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 Security Deposit,  
\$\_\_\_\_\_ check/cash **Usage fee**, and \$\_\_\_\_\_ Cleaning fee

Full Payment is required 30 days before the event. \_\_\_\_\_  
Date all Money is required.

**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.**

\_\_\_\_\_ I understand I will forfeit my deposit if party guest exceeds the number paid for in my contract and I will be asked to terminate party immediately. (75 People Max.)

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

\_\_\_\_\_ Parking in Clubhouse lot **ONLY**. No parking in neighborhoods (60 Cars Max)

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

\_\_\_\_\_ The entire clubhouse interior, including bathrooms is a nonsmoking environment.

\_\_\_\_\_ **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. or they are on the grounds after midnight.**

\_\_\_\_\_ 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.

\_\_\_\_\_ All Thermostats are to be placed on 73 degrees when leave.

\_\_\_\_\_ All food and beverages will be removed from the stove and refrigerator/freezer.

\_\_\_\_\_ All Folding chairs and tables returned to the storage area

\_\_\_\_\_ All decorations removed (this includes **tape** on the ceilings, walls, doors, windows, & Helium balloons.

\_\_\_\_\_ All doors locked, Lights out (except entry way) Parking lot free of liter.

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Accepted for ROA \_\_\_\_\_ Date \_\_\_\_\_

Deposit Check Returned Date \_\_\_\_\_ Signature \_\_\_\_\_

Reason if not returned \_\_\_\_\_

**The number of people occupying the clubhouse may not exceed 75.**

Number of people	Usage Fee	Security Deposit	Cleaning Fee
1-24	\$250.00	\$250.00	\$60.00
25-50	\$350.00	\$350.00	\$60.00
51-75	\$450.00	\$450.00	\$60.00

***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.***

## **ROA Clubhouse Rental Agreement**

**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.**

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
Board Member on Duty	803-999-8936