



## COMMUNITY CENTER AT THE SANCTUARY RENTAL AGREEMENT

### Reservation Procedures

The Community Center Multi-Purpose Room and Kitchenette may be rented for private events upon approval by the River Strand Management. All reservations are taken on a first come, first serve basis. There is a refundable security damage deposit required with an hourly fee for Community Center rental. There will be certain days and times that the center will be unavailable for rental. When a case of questionable use or group occurs, the use of the facility is subject to the approval of River Strand Management. Members reserving the Community Center must be up to date on dues. All renters must comply with all City Ordinances, Florida State Statutes, Federal Laws, and the established Rules and Regulations which apply to authorized use.

### Clean-Up Policies

You are responsible for restoring all rented areas after use and leaving the Community Center as nice as you found it; clean and ready for the next group to use it. Special care should be given to complete cleanliness of the facility after use. Applicant will be responsible for any janitorial charges needed to restore the Center to its condition prior to use should cleanup not be satisfactory. Applicant will be responsible for the cost of repair of any damage incurred during the use of this facility.

### Cleaning of Multi-Purpose Room and Kitchenette

- Any equipment, decorations, food or other items brought in by the renter or attendees must be removed prior to the end of your rental period. Any items left behind are subject to immediate disposal.
- Kitchen must be cleaned, which includes but is not limited to stoves, ovens, sinks, countertops, microwaves, coolers, floors, etc.
- The microwave **MUST** be cleaned completely inside and out after use; scrape out any leftover food and wipe it down clean afterwards.
- All liquids should be poured down the drain and not placed in garbage cans.
- Completely drain the water from the dishwasher after use and turn the unit off.
- Run the garbage disposal long enough to cycle through all the waste. Do not put plastic straws, non-food items or bones in the disposal.
- Empty coffee maker & clean by running a full cycle on each side through without coffee grounds and completely drain.
- Put all items back in their respective areas. All tables and furniture cleaned and returned to original placement.
- Do not remove any item that belongs to the Community Center. Do not use dish towels for spills and cleaning purposes.
- All garbage, trash and leftover food must be removed from the premises immediately after the event is over. Tables and chairs must be wiped down and put back in the location in which they were found.
- The Community Center and the grounds around the building must be left in a clean and orderly condition. All the lights are to be turned off when event is complete.
- All doors must be closed and properly locked when the event is complete. The renter agrees to pay for additional damages from misuse or failure to properly lock the building and/or additional time required to clean and/or restore the facility.
- All windows and outside doors are to be closed and locked at the end of the session. Failure to follow these cleaning guidelines may result in a withholding from your damage deposit. Lessee will be responsible for all damages to the building or furniture.

### Cleaning Fee

If the rented areas are cleaned entirely by the renter and are left in the same condition in which they were found, no fees will be charged. If the rented areas are not returned to their original condition the following cleaning fees will apply:

1. \$50.00 will be paid by the renter for any and all areas used that have not been cleaned upon completion of the event.
2. \$100.00 will be charged for large groups and/or for heavy use of the kitchen and/or multi-purpose room areas.

### Liability

River Strand Golf and Country Club assumes no responsibility for loss or damage to any work or equipment.

### Event Cancellation

All cancellations must be made *in writing* within 7 days in advance of event to receive a full refund. All cancellations with less than a 7-day notice shall be reduced by 50%. All **Holiday and Weekend cancellations** must be made in writing within 30 days in advance of event to receive a full refund. All cancellations with less than a 30-day notice shall be reduced by 50%.

**In case of medical emergency, dial 911.**

I agree to the above policies:

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Signed Name



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Please complete and return this form with applicable rental fee and damage deposit.

<b>NAME:</b>		<b>MEMBER NUMBER:</b>	
<b>STREET ADDRESS:</b>			
<b>CITY:</b>		<b>STATE:</b>	<b>ZIP CODE:</b>
<b>PHONE:</b> #			
<b>EMAIL:</b>			
<b>EVENT DETAILS:</b>			
<b>EVENT DATE:</b>		<b>EVENT TIME:</b>	

### **PAYMENT (in order to member charge, you must have an active credit/debit card on file)**

Paid / Unpaid	Check#	or	Member Charge	\$200.00 Rental fee (up to 4-hour rental period) \$350.00 (4+ hrs)
Paid / Unpaid	Check#	or	Member Charge	\$250.00 Damage deposit to be returned to the renter if facility is restored to the same condition in which it was found.

### **Rights, Privileges and Obligations**

The rules and regulations listed within should reflect an accurate accounting of the procedures that are currently being followed for the use of the Community Center. All city, county and state laws and ordinances will be strictly enforced. Any member or guest who conducts themselves in an unbecoming manner through improper conduct of any nature or who knowingly violates any of these Rules and Regulations may be denied service and or access to the Community Center. River Strand Management reserves the right to revise and adjust these rules while they are being formalized.

Adult supervision must be provided at all times to children 14 years of age and under in all areas of the Community Center.

### **General Usage Rules and Regulations**

The following rules and regulations pertain to all areas of the Community Center:

- A valid resident membership card is required for entry.
- The use of any of the facilities is at your own risk.
- River Strand will not be liable or responsible for any accident, loss or personal injury to visitors while on premises. River Strand Management will not be responsible for any property left, lost or stolen.
- Any malfunction or safety hazard must be reported immediately.
- There will be no standing on chairs/tables or sitting on tables. Heavy items should not be placed on the tables.
- No rough behavior, running or wrestling will be permitted in the Center.
- Illegal gambling is prohibited.
- Music is permitted inside the building only.
- Animals are not allowed on the pool deck, courts or in the building; except for service animals with proper paperwork.
- All Community Center furniture and fixtures, including kitchen items, tables, chairs, audio equipment, etc. are property of the Community Center and shall not be removed from the building at any time.
- Existing signs placed in the building may not be removed or relocated.
- No alterations may be made to any area of the building without prior consent of River Strand Management.
- Any person found damaging articles or in possession of stolen articles belonging to the Community Center, will be subject to proper legal action.

### **Smoking**

The Community Center is a NON-SMOKING facility; this includes all walkways, pool decks, patios, court areas and restrooms. Smoking will not be permitted within the Community Center or within 20 feet of the outside doors. All cigarette butts must be disposed of properly. They may not be thrown on the sidewalk or grounds.

### **Guest Privileges**

River Strand management reserves the right to limit the number of guests any one person may bring into any area of the Community Center. Residents are expected to accompany and remain with their guests while they are visiting any portion of the Community Center and will be held responsible for the actions of their guests while using the recreation facilities.