



Rental #: \_\_\_\_\_

Reviewed & Approved: \_\_\_\_\_

## CLUBHOUSE RENTAL REQUEST & AGREEMENT

DATE OF USE: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

### SELECT YOUR PREFERRED TIME:

(CIRCLE ONE)

MONDAY:	1 p.m. - 4 p.m.	4 p.m. - 7 p.m.	
TUESDAY:	1 p.m. - 4 p.m.	4 p.m. - 7 p.m.	
WEDNESDAY:	1 p.m. - 4 p.m.	4 p.m. - 7 p.m.	
THURSDAY:	1 p.m. - 4 p.m.	4 p.m. - 7 p.m.	
FRIDAY:	1 p.m. - 4 p.m.	4 p.m. - 7 p.m.	
SATURDAY:	10 a.m. - 1 p.m.	1 p.m. - 4 p.m.	4 p.m.-7p.m
SUNDAY:	10 a.m. - 1 p.m.	1 p.m. - 4 p.m.	4 p.m.-7p.m

**\*No more than 25 event/party guests are permitted. Only current RESIDENTS of Ravenscrest are eligible to rent clubhouse.**

NAME OF PERSON REQUESTING USE: \_\_\_\_\_

ADDRESS : \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

RENTAL FEE FOR 3 HOUR EVENT: **\$50 (NON REFUNDABLE)-May through September. (\$10 October through April)** \_\_\_\_\_

DEPOSIT (REQUIRED): **\$50 (required at time of booking)**

**ADDITIONAL FEE FOR ADDITIONAL TIME: \$1 PER MINUTE IF PARTY/GROUP ARE STILL IN CLUBHOUSE OR POOL AREA PAST THE TIME AGREED UPON.**

**I, the renter, understand that: (please acknowledge with your initials)**

- The pool and pool area of Ravenscrest will still be open to all residents of Ravenscrest. By renting the clubhouse, you reserve the exclusive use of the clubhouse only for the agreed upon time frame.
- I am expected to provide adult supervision for my guests at all times while they are within Ravenscrest (this includes, but is not limited to, the clubhouse, pool, pool area, parking area, landscaped areas and all common areas of Ravenscrest).
- The posted pool rules and general safety rules, as well as any rules regarding the clubhouse or the pool within the Rules & Regulations, or this agreement, will be followed by all guests.
- It is assumed that all guests and residents who enter Ravenscrest are aware of the Rules & Regulations of Ravenscrest, a Covenant Community. I am responsible for the actions and violations of my guests.
- I must be present to participate in the initial inspection at the beginning of my rental time, as well as the final inspection at the conclusion of my rental time. I will leave the clubhouse and pool area in the same condition as it was at the time of the initial inspection. I am responsible for any and all damages to the clubhouse during my rental. I am also responsible for any and all damages to any of the common area of Ravenscrest committed by me or my guests. I will dispose of all debris and trash, and by not doing so shall result in the forfeiture of my deposit.
- Myself and my guests will be out of the clubhouse by the time agreed upon, and any additional time spent in the clubhouse beyond the time agreed upon will be charged to me at the rate and amount stated above.

**Failure to comply with these rules shall result in the immediate forfeiture of the rental deposit, and the event shall be considered canceled.**

**I have read, understand and agree to comply with the conditions as stated in this agreement.**

\_\_\_\_\_  
SIGNATURE OF RENTER

\_\_\_\_\_  
DATE

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ADMIN USE ONLY: Deposit paid \_\_\_\_\_

Rental Fee paid \_\_\_\_\_

## INSPECTION CHECKLIST

Ravencrest Clubhouse Rental #: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_

Date/Time of initial inspection: \_\_\_\_\_

Renter's Name: \_\_\_\_\_

This checklist is designed to assist in recording the condition of the rental property upon the beginning of rental period, as well as upon the conclusion of the rental period. To be most useful, this form shall be filled out in the presence of Ravencrest management, a Board member, or a designee, as well as the renter.

Each party should retain a signed and dated copy.

For each item, mark either "OK" or describe any problems present.

	<b>Move in condition</b>		<b>Move out condition</b>	
<b>Clubhouse/main room</b>	<b>OK</b>	<b>If not OK, describe problems</b>	<b>OK</b>	<b>If not OK, describe problems</b>
General cleanliness				
Carpet/flooring				
Walls & ceiling				
Light fixtures				
Electrical outlets				
Doors				
windows				
Furniture (ct. & condition of any tables, chairs, etc.)				
Other (please specify)				
<b>Clubhouse bathrooms</b>	<b>OK</b>	<b>If not OK, describe problems</b>	<b>OK</b>	<b>If not OK, describe problems</b>
General cleanliness				
flooring				
Light fixtures				
Outlets/switches				
doors				
Other (please specify)				

**Use this space to note any disagreements to the checklist:**

**I was present at the time of inspection and agree with this checklist, except as noted in the space above.**

Date/time, move-in: \_\_\_\_\_

Date/time, move-out: \_\_\_\_\_

Designee of the Association: \_\_\_\_\_  
signature

Renter/Leasee of the Clubhouse: \_\_\_\_\_  
signature

**Rules and Regulations of Pool Use in Ravenscrest**

Rental #: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

I agree to the following Rules, Regulations and terms of pool use in Ravenscrest. I acknowledge that I am responsible for the actions, violations and damages my guests, family members, and any other parties that are on premises for my event/party. I understand that all persons who enter Ravenscrest, a covenant community, are assumed to be aware of all Rules & Regulations and other conditions and provisions applicable in Ravenscrest's Declaration, By-laws and all other governing documents of the Association.

Please initial each:

- Children under the age of 16 must be accompanied by an adult (an adult being someone of the age of 18 or older).
- No glass containers are permitted in the pool or the pool deck/patio area.
- No running in the fenced pool area (deck/patio included).
- No pets of any kind are permitted in the pool or fenced pool area. Pets may not be tethered to the pool fence or any other part of the common areas of Ravenscrest.
- No food or drinks in the pool.
- No smoking in the pool or within the fenced pool area (deck/patio included).
- No nudity, including small children at any time.
- Please keep music limited to a volume that does not disturb others.
- Please dispose of all trash and debris properly.

**Rules and Regulations for Clubhouse & Clubhouse bathrooms use in Ravenscrest**

- No smoking in the Clubhouse or clubhouse bathrooms.
- Commercial use of the clubhouse is strictly prohibited.
- Please keep music limited to a volume that does not disturb others.
- No pets of any kind are permitted within the Clubhouse or Clubhouse bathroom facilities.
- Clubhouse bathroom facilities are to be available for the residents using the pool, as well as the guests of your party/event.
- All guests/renters of the Clubhouse are to be respectful and considerate of the residents using the pool and bathroom facilities.
- All trash and debris is to be properly disposed of upon the conclusion of rental/use time.
- All decorations and guests must be out of the Clubhouse at the conclusion of rental/use time agreed upon in Clubhouse Rental Request & Agreement.
- The deposit will be released after an on-site representative has inspected the Clubhouse for cleanliness and damage.

I, \_\_\_\_\_, have read, understand and agree to the above Rules, Regulations and terms. Failure by myself, or any of my guests or family members, to abide by any of the above stated shall result in forfeiture of my deposit, and my party/event shall be considered canceled immediately.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_