

Winona Lakes Property Owners Association Clubhouse Rental Policy & Procedures

Winona Lakes Property Owners Association members can rent the Clubhouse for private affairs of a family, social, athletic, or other, non-commercial activity. The renter can utilize the following during the event:

Coffee machine
Ice machine
Sinks behind bar
Refrigerator to store items (behind the bar)

All events are based upon a four (4) hour rental period (which includes clean up). The fee for rental of the clubhouse is \$150.00 with a refundable deposit of \$150.00. Members wishing to continue beyond the four (4) hours must pay \$25.00 per additional hour and the facility aide charge per hour (if applicable; see below for prices). If additional charges are not paid by the end of the event, the additional charges will be deducted from your deposit.

In addition to the above, the following shall apply to all reservations:

1. The individual reserving the room must be a member in good standing.
2. You must pre-register thirty (30) days prior to the rental date. Late requests will not be considered.
3. \$150.00 refundable deposit is required.
4. Regular hours are Monday through Saturday 9am – 5pm. All parties must vacate the premises by the stated time (unless event is scheduled after hours and all facility aide charges are paid for prior to the rental.)
5. No rentals shall take place on observed holidays, Board Meetings, and Annual Membership meetings.
6. You may come in one hour prior to the event to set up or decorate.
 - a. Set up of tables and chairs are your responsibility. Tables and chairs must be wiped down after the event.
 - b. A tablecloth must be used to protect all tables.
 - c. All decorations must be taken down after event.
 - d. **NO HELIUM BALOONS ALLOWED IN CLUBHOUSE.**
7. You must vacuum/sweep the floors before leaving. Vacuum is available to use at clubhouse.
8. No food or garbage may be left behind. It is your responsibility to bag and dispose of garbage at the dumpster area. Do not leave trash in the clubhouse or outside of the building.
9. Non-member attendees shall have access to the event area and restroom facilities only. Reserving the clubhouse does not automatically entitle attendees to access the pools.
10. Attendees can use the indoor or outdoor pool with your current four (4) guest passes if pools are open and not crowded. If you have additional guests, day guest passes must be purchased (additional fees may apply).
11. Rental fee and deposit must be paid at time of reservation.
12. **Please be aware there is no air conditioning in the Clubhouse.**

The facility aide charge is \$25.00 per hour for any portion of the event scheduled after 5pm. Facility aides are required even if the outdoor pool is open. Lifeguards are not facility aides. This charge would need to be paid for at the time of signing the rental agreement.

Kitchen facility is available **only** if a fee of \$100.00 is paid and either a certificate of insurance from a caterer is submitted OR a \$1000.00 bond posted. The kitchen is locked at all times.

The indoor pool is available to rent for a private party (after regular business hours) for an additional fee of \$100.00 and will be based on the four hour rental period.

Clubhouse will be checked for cleanliness, theft, and vandalism. Your entire \$150.00 deposit will be forfeited for any failure to adhere to the conditions and requirements stated above. You will lose your deposit and be charged for costs in excess of \$150.00 which may be required for clean up and/or repair or replacement of missing/damaged furniture, fixtures, and equipment.

If all the above rules are followed, a refund check will be issued within 10 days business days after your event.

When vacating the premises, please leave the room the way you found it!

Initial:

Clubhouse Agreement

Date of Rental _____ Time of Rental _____

Type of event to be held _____

Name of Responsible Party (Lessee) _____
Print clearly

Signature

Section # _____ Lot # _____ Address _____

Phone # _____

By signing this form, you hereby release the Association and its members from all responsibilities and liability and you specifically assume all liability in any action for damages which may arise from any kind of injury whatsoever that may at any time occur upon the premises, or that may arise from any cause whatsoever.

As a condition for the rental and use of the Clubhouse, you agree to accept and use the premises AT YOUR OWN RISK. Therefore, the lessee for themselves, their heirs executors, administrators, successors and/or assigns hereby expressly release and forever discharge and further agree to save harmless, exonerate, defend and indemnify the Association and its members, agents, servants, employees, directors and officers from any and all claims action, damages, losses, liabilities, and cost whatsoever, including attorney fees, whether due to negligence or otherwise, for any loss or damage to property or injury or death to any person, and/or guests and/or invitees arising from any and all causes whatsoever, including but not limited to the following:

- a. The rental or use of, or activities conducted in or about the premises, its facilities or surrounding premises;
- b. The dispensation, consumption or use of any alcoholic beverages, in/or about the premises or on Association property or by Lessee or any of the visitors, guests, and/or other persons in attendance, and at any violation or breach of the rental agreement or any law, ordinance or regulation including without limitation, the Pennsylvania Liquor Control and Regulations promulgated by the Pennsylvania Liquor Control Board, as amended and supplemented.

By signing this form you agree that you have read and understand WLPOA Rules & Regulations and the room reservations procedures, that you will follow such procedures as described and you will be solely responsible for any and all charges which may result from failure by your or any attendees, to comply with applicable WLPOA Rules & Regulations.

Cancellation Policy: Please refer to the time-table below in the event you need to cancel your reservation.

- Two weeks prior to the scheduled event: 25% of the Rental fee will be forfeited.
- One week or less prior to the scheduled event: 100% of the Rental fee will be forfeited.

Office Use Only

Member in Good Standing? Yes___ No___

Deposit received? Yes___ No___

Amount paid for room? Yes___ No___

Request Approved Yes___ No___

Approved by: _____
Initials

_____ Date