

Woodedge Village Clubhouse Facility Use Rules, Regulations & Schedule of Charges

Reservations are made on the basis of availability with a minimum of 2 weeks advance; with the understanding that Woodedge Village Club reserves the right to cancel with full refund. Every effort will be made to notify renter of cancellation at the earliest possible date.

Non-compliance of any of the following rules may result in the loss of all or part of the security deposit and/or retention of your rental privilege.

All users of the clubhouse facilities are required to complete and sign this form before using the clubhouse facilities. Activities must be hosted by a Woodedge Village resident or non-member in good standing 21 years or older. The club member or non-member (applicant) must be available to the Rental Chairperson or Board Member during club use.

Security Deposit: A **\$200.00** security deposit is required at least 14 days in advance of date reserved. Less than 14 days will require deposit payment of cash or money order.

Cleaning Fee: A **\$50.00** cleaning fee is non-refundable

Garbage Fee: A **\$25.00** fee if garbage not removed from property at end of event.

Cancellations: If a cancellation notice of less than 2 weeks of booked date, may result in loss of **\$50.00** non-refundable security deposit.

The security deposit will be returned within **30 days** after rental upon determination that the facilities have been properly cleaned and maintained.

Renter agrees and if granted use is responsible for reimbursing the WVCIA for any loss, damage or cost of repairs or services caused by the negligence or improper use by renter and/or its guests or invitees to any and all property within and around clubhouse.

Renter shall be responsible for any damage from windows and/or doors left open or unlocked. Such reimbursement is due upon demand by WVCIA.

Rental Fee: The rental fee is **\$150**. Rental fee will be due on day of rental cash or money order. No checks accepted. The key shall be available on Rental Day unless other arrangements are made and shall be returned by the next day. If there is a rental reserved next day, Applicant will be given a specific time to return key. The rental fee is due at the time key is presented to applicant.

All noise of any kind will be kept at a minimum level or no noise of any kind should be heard outside clubhouse.

Maximum Occupancy: The maximum occupancy of the Woodedge Village is _____ persons. For safety reasons, parties/events cannot exceed the room capacity. A violation of this rule may result in the loss of your security deposit and the ending of your rental before the scheduled ending time.

Curfew: All parties must be concluded by 12:00 a.m. Friday and Saturday. All parties must be concluded by 10pm, Sunday through Thursday. Special Circumstances is allowed on a case by case. All other party members must vacate the building and premises after party has concluded, *unless assisting with clean-up*. Any parties that have not concluded on time (including talking or carrying your party to the street in front of the clubhouse) may be ended by any Board Member, Neighbors, the Rental Chairperson or the Police. Parties that extend past the curfew will result in the loss of the security deposit.

Under 21: Applications for use by a youth group must be signed by an adult. Parties for persons under 21 years of age must be chaperoned by one adult (21 years or older) for every ten persons.

The Woodedge Village Clubhouse is not responsible for any accidents injuries or loss of individual property.

Alcoholic beverages may be consumed on the premises but it is advised that Renter hire an off-duty law enforcement officer to keep the peace. If alcoholic beverages are to be sold, Renter is **required** to hire an off-duty law enforcement officer and acquire appropriate permits.

All checks should be made payable to "WVCIA". There will be a \$30.00 service charge for returned checks.

APPLICANT INFORMATION FOR CLUBHOUSE RENTAL

Resident/Non-Resident's

Name: _____

Address: _____

Phone#

Home: _____ Work: _____

Date of Rental: _____ Time: _____

Purpose

Rental: _____

I have read and understand the Rules and Regulation of my responsibilities and duties for clubhouse rental.

I agree to the deposit and rental fees that have been provided to me.

Signature of Resident

Date