



CLUBHOUSE RENTAL AGREEMENT

IMPORTANT! PLEASE NOTE:

- RESERVATION DATES ARE PROCESSED ONLY UPON RECEIPT OF THIS AGREEMENT AND PAYMENT OF RENTAL FEES AND DEPOSITS
- RESERVATIONS ARE OFFICIALLY CONFIRMED WHEN THE AMENITIES CENTER COMMITTEE CONFIRMS THE DATE WITH THE HOMEOWNER VIA E-MAIL
- FAILURE TO COMPLY WITH THIS AGREEMENT IN FULL WILL RESULT IN FORFEITURE OF THE RENTAL DEPOSIT

Today's Date:	_____
Homeowner Name:	_____
Homeowner Address:	_____
Homeowner E-Mail Address:	_____
Best Phone Contact Number:	_____
Date Requested:	_____
Time Requested:	_____ from _____ (AM/PM) to _____ (AM/PM)
Number of People Attending:	_____
Clubhouse Will Be Used For:	_____

Rules for renting the Lawton Station Clubhouse:

1. The clubhouse may be reserved by any Lawton Station Property Owners Association member of at least 21 years of age for the purpose of hosting an event. Subleasing the clubhouse is strictly prohibited.
2. The homeowner must be present at said event at all times.
3. Clubhouse rentals are limited to weekends and one event per weekend. The weekend begins at 5:00 PM on Friday and ends at 12:00 midnight on Sunday. The clubhouse may not be used past 12:00 midnight for any event and at 10:00 PM the doors and windows must be closed and any noise from the event must be contained to appropriate levels in the building.
4. A maximum attendance allowed for an event per local fire ordinances:
Set up with tables & chairs - 70
Set up with chairs only - 140
Standing Room Only (No table No chairs) - 150 to 160
5. No smoking is permitted in the Clubhouse or the pool area.
6. No one under the age of 21 is allowed to consume alcoholic beverages on the Amenities Center premises.



7. The Lawton Station Property Owners Association Board of Directors reserves the right to grant or deny the rental of the Clubhouse for any reason.
8. In scheduling the use of the Clubhouse, all Lawton Station Property Owners Association events shall take precedence over private parties. Rentals will be scheduled on a first come, first served basis.
9. Renters will have access to the main room, kitchen and bathrooms.
10. One key will be issued to the homeowner the day prior to the event and the key must be returned by 12:00 noon the day following the event. The homeowner should contact the Amenities Center Committee to make arrangements for the key issuance and return.
11. No furniture will be allowed to be removed from the Clubhouse, including tables, chairs, lamps, sofas, etc.
12. The use of tacks, nails and or tape on the walls, moldings and ceiling is not permitted.
13. No pets of any kind are permitted in the Clubhouse or anywhere on the premises, including the pool area except for working animals.
14. The homeowner is responsible for cleaning the Clubhouse after the event and will provide his/her own cleaning supplies. The Clubhouse rental and inspections are handled by community volunteers and as such, no cleaning, however minor, will be performed by the volunteers. It is therefore necessary that the renter leave the Clubhouse clean, otherwise a cleaning service will be hired to perform a thorough cleaning and the deposit will be forfeited. The Amenities Center Committee will perform an inspection the morning after the rental to insure that the following occurs:
 - a. Remove all personal belongings.
 - b. Remove all food from refrigerator.
 - c. Arrange furniture to their original placement and return portable tables and chairs to the storage area.
 - d. Wipe clean all countertops, tables and chairs.
 - e. Wipe clean the sink and inside of the microwave, if used.
 - f. Vacuum the carpet and clean any spills on the carpet.
 - g. Mop the kitchen floor, if used.
 - h. Check bathrooms to insure water is turned off and commodes are working.
 - i. Remove all trash from the premises. Do not place trash in the Clubhouse rollout trash can.
15. Turn off all lights before leaving and lock and secure all doors and windows before leaving.
16. Thermostats should be maintained at 74 degrees. Doors and windows must remain closed if the heating or air conditioning is used.



17. Parking is limited to the Amenities Center parking lot. If additional parking is required, guests are asked to park safely and responsibly.
18. The Clubhouse may not be used by any Association member for personal gain, profit, fundraising or commercial use. The Clubhouse and Amenities Center is reserved for the use of Lawton Station homeowners and their guests only and may not be used for functions that are open to the public. No admission fee or charge of any kind may be levied to the guests of a private party, event or function.
19. Any homeowner who is delinquent in payment of any assessment or fine will be denied privileges of Lawton Station, including renting and using of the Clubhouse. The homeowner's account will be reviewed when this agreement along with the rental fee and deposit is received by the Board of Directors. Homeowners who have a delinquent payment outstanding will have their agreement and monies returned. If the Board of Directors becomes aware that a homeowner has become delinquent in any of their payments subsequent to having their rental agreement accepted, the event and the rental agreement will be cancelled and the monies returned to the homeowner.
20. The Lawton Station Property Owners Association and Village Park Communities will not be liable for any damage or injury to the homeowner and/or their guests howsoever caused nor shall the Association or Village Park be responsible for any accident to the homeowner and/or their guests. The homeowner, by signing this Agreement, agrees that neither the Association nor Village Park will be held liable in any way, whether such accident or injury occurs on any part of the Amenities Center, common areas or other areas of the Lawton Station community.

Rental fee and deposit

1. The rental fee is \$50.00 and the deposit is \$400.00. Separate checks are preferable but not necessary and the check(s) should be made payable to the Lawton Station Property Owners Association. The rental fee is non-refundable and the deposit is refundable only if the homeowner complies in full with this agreement.
2. The \$400.00 deposit will be refunded in full except if any of the following conditions occur:
 - a. If damage occurs, the \$400.00 deposit will be applied to the cost of repairs with any remaining repair cost billed to the homeowner.
 - b. In the event the Clubhouse is not cleaned according to the provisions listed above and additional cleaning is required, the entire deposit will be forfeited.
 - c. If the rental key is not returned by 12:00 noon the day following the event, the deposit will be forfeited in full.
 - d. Failure to comply with this agreement in full will result in a complete forfeiture of the deposit.



3. If the deposit is forfeited in full, the homeowner will not be allowed to rent the Clubhouse for a period of one year and the deposit for future rentals will be \$800.00
4. Cancellations may be made up to 30 days in advance of the event date and the fee and deposit will be returned to the homeowner in full. Cancellations made within 30 days of the event date will result in forfeiture of the rental fee.

I have read the above Agreement and agree to abide by the rules and regulations governing the rental of the Clubhouse as outlined in this document.

Homeowner Signature

Date

Homeowner Signature

Date