

Home \_\_\_\_\_ Lot \_\_\_\_\_

## AN AGREEMENT FOR THE USE OF THE COMMUNITY CENTER

I desire to reserve the Community Center

on (month) \_\_\_\_\_ (day) \_\_\_\_\_ (year) \_\_\_\_\_

from \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm OR

if a repeating reservation, every \_\_\_\_\_

I understand I am responsible for the cleanliness, set-up, teardown and functionality of all equipment made available for use during this reserved time period.

I also understand that in the event that I do not comply, I will be billed time and materials by Cinnamon Lake Association, Inc.

In the unlikely event that cleanup and or repairs are required from the misuse of the space or equipment, such cleanup or repairs will be made by Cinnamon Lake Inc. and the reserving party will be billed for time and materials. Labor will be billed at \$50.00 per man-hour.

The replacement costs of the key fobs required for building access is \$50.00

**SIGNED** \_\_\_\_\_

Printed name \_\_\_\_\_ Phone number \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_

## **COMMUNITY CENTER GUIDELINES**

Adopted Nov. 15, 2005  
(Revised 3/19/2013,  
Jan. 21, 2019)

The space is available for private rental under the guidelines amended to include the following.

1. Rental is \$20.00 per hour
2. A \$100.00 deposit, refundable only after a satisfactory inspection of equipment and center cleanliness
3. Maximum occupancy of 50 people
4. The Association reserves the right to restrict the hours available
5. The Association reserves the right to refuse the use of the center for prior unsatisfactory activity
6. Renter must be property owner in good standing
7. Reservations on first come first serve basis are required. This is to prevent a double booking of the spaces. The official booking calendar will be kept in the Office.
  - a. Reservations can be either a one-time meeting or a standing reservation such as a continuing committee meeting.
  - b. Reservations can be made by contacting the Association Office.
  - c. The reserving party will be held solely responsible for the condition of the space and equipment.
8. The member making the reservation must sign a rental agreement form.
9. The group using the space will be responsible for:
  - a. Pick up key at the gate house and provide gate house with a list of guests.
  - b. The setup, arrangement, and tear down of the tables and chairs and other equipment.
  - c. The cleanliness of the space and removal of trash. (Front Gate will give you the dumpster code. This code is NOT to be given out to anyone in any way. It is for the member renting only.)
  - d. That all equipment be kept in working order.
  - e. That Cinnamon Lake Association, Inc. is notified of any maintenance required following use of the facilities.
  - f. Providing all utensils and needed cleaning supplies and to not disturb items that are not part of rental.
  - g. Reservations for groups under the age of 18 will require an adult supervisor to be present.