

Home _____ Lot _____

Cinnamon Lake Association, Inc. Lodge Rental Policy

Adopted April 20, 2010 (Revised, Sept 2019, Jan. 2023)

Lodge rental is \$250.00 for an 8-hour period plus a \$150.00 security deposit. Any additional hours are billed at \$50.00 per hour. We require two checks, cash or credit card payments. One for the rental and one for the deposit, to book the lodge. If all of the guidelines are followed, the deposit will be returned to you.

I _____, member in good standing with Cinnamon Lake Association, do hereby agree to the following:

REQUIREMENTS AND LIMITATIONS

- Occupancy: 150 people max This number cannot be exceeded. Event tickets can be used to ensure compliance.
- The total number of usable parking places is 100. This number cannot be exceeded without permission and will require an additional charge.
- Renter agrees to hold Cinnamon Lake and their property, including the facilities, free and harmless from any and all liability for injury to or death of any person in attendance at the event that is requested on this form.

HOUSE KEEPING GUIDELINES - The Renter Will:

- On the date of rental, pick up the key and trash bags from the Gate House. Please return the key after you have locked up the Lodge to the Cinnamon Lake office. *(Enter through the front door of the lodge. At the end of the event if the front gate is closed when returning the key, drop the key in the mail slot of the front gate exit lane door.)*
- Set up and take down all tables and chairs that were used.
- Bring your own utensils, dish clothes, towels and cleaning supplies.
- Bring any and all dishes, roaster, etc. that you will be using, including extension cords.
- Do not use or disturb any items that do not belong to you, including but not limited to the decorations, items in the cabinets, refrigerator or freezer or anywhere within the lodge.
- Do not allow anything to go down the sink drains other than free flowing liquids.
 - **No** grease or food particles are allowed down sink drains.
- Clean up all rooms and kitchen including any spills inside the refrigerator and freezer.
- Take out all trash bags and dispose of them in the compactor. Please put the new bags in all trash cans that the front gate provided you. *(The Front Gate will give the renter the dumpster code for the rental. This code is NOT to be given out to anyone in anyway.)*
- Sweep and mop the entire floor with the broom. The mop and bucket are provided in the utility closet by the men's bathroom.
- Vacuum the lower level with vacuum provided. (Vacuum is in the lower level closet)
- Ensure that the cleanliness of the lodge, kitchen, restrooms, refrigerator and freezer is better than found so it will be ready for the next rental.
- Upon leaving, lock the restroom doors from inside the Lodge with the slide bolt.
- Make sure all windows are closed and locked properly.
- Turn off all marked switches and any other lights that were turned on.
- If the renter uses the fireplace, you must not add any wood one hour before leaving! Be sure to close the glass doors and turn off the fan if it was turned it on.
- Lock all doors by using the key, securing the dead bolts at the top and bottom of those doors that have them along with the bar and chain.

AGREEMENT FOR THE USE OF THE CINNAMON LAKE ASSOCIATION, INC. LODGE

I request to rent the Lodge on: (month) _____ (day) _____ (year) _____

from _____ am/pm until _____ am/pm and agree to the following.

Event Type: The type of event will meet the office criteria or be at the discretion of the Cinnamon Lake board.

Office Criteria: circle one - Wedding, Birthday, Family Reunion, Baby Showers, Anniversary Party, Graduation Party, Office Meeting.

Board approval: Event Type: _____

Please initial each item to acknowledge compliance.

- _____ I (the renter) agrees to follow the Requirements and Limitations and House Keeping Guidelines according to the Lodge Rental Policy.
- _____ Occupancy and parking will not exceed limitations.
- _____ I will be at the Lodge for the reserved date and times.
- _____ I will comply with all laws and all licensing rules, ordinances or requirements imposed by Cinnamon Lake Association Inc. or any government authority and will not do anything on said premises in violation thereof. If I will be selling food, a Health Department permit is required.
- _____ I understand I am responsible for the set-up, take down, cleaning and functionality of all equipment made available for use during this reserved time period.
- _____ In the event that the facility was not better than found or misused and cleanup and/or repairs are required, Cinnamon Lake Association, Inc will clean up and repair as necessary. The **\$150.00** security deposit will be used to pay for any time and materials needed. (*Labor is billed at \$50.00 per hour*)
- _____ I hereby agree to be financially responsible for any and all damage to the Lodge inside and outside.

Signed _____ Date _____

Printed name _____ Phone number _____

Street address _____ City _____

Office/Board Signature _____ Date _____

Rental Cost \$250.00 - Paid by: _____ Date Paid: _____

Security Deposit \$150.00 - Paid by: _____ Date Paid: _____