

Eaglesgate Community Association

COMMUNITY CLUBHOUSE RENTAL INFORMATION

Thank you for your interest in renting the Eaglesgate Community Clubhouse for your upcoming function. The clubhouse is available for Eaglesgate Community Association property owners at a cost of \$150.00/day. To view available dates, please visit the Eaglesgate website (Calendar of Events) at www.eaglesgatecommunity.com

Rental of the clubhouse is not available for any commercial or business meetings. All signature blocks of the agreement must be signed and returned with rental fee and security deposit checks within seven days of the initial reservation request in order to keep your reserved rental date. Please write two separate checks, both payable to Eaglesgate Community Association, with the reservation date noted on the check. Member will submit **two separate checks** made payable to Eaglesgate Community Association: 1) a fee of **\$150.00 for each reserved date**, and 2) a **cleaning/security deposit of \$150.00** for use of the clubhouse. *Please see rental agreement for additional fees if you would like use of the pool.* Rental agreement forms and checks should be delivered to Club Management Services – 1717 E. Republic Road - Suite A – Springfield, MO 64805 (Eaglesgate management office).

The clubhouse key will be also available for you to pick up at the management office. The key can be picked up any time after noon the prior business day of your rental. The key must then be returned in an envelope by noon the business day after your rental date. Late key returns will be assessed a \$25 fee per day. Your security deposit will be returned to you by mail, pending a clean post-rental inspection.

COMMUNITY CLUBHOUSE RENTAL QUESTIONNAIRE

Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ E-Mail Address: _____

Date Requested: _____ Alternate Date: _____

Time of Event: _____

(Please allow for set up and clean up)

Type of event to be held at the Clubhouse: _____

Approximate number of people expected to attend: _____

(Clubhouse has 52 chairs and tables are available. If the event is for standing, it would comfortably allow for 75 guests. Anyone renting the clubhouse must provide their own utensils, plates, cups, etc.)

Will you be on the premises for the entirety of the event? Yes ___ No ___

If no, please explain: _____

Will a donation, admission, or cover charge be collected? Yes ___ No ___

Member Signature _____ Date _____

For Office Use only:

Date Fee Received: _____ Check # _____

Date Cleaning/Security Deposit Received: _____ Check # _____

Date Security Deposit Returned: _____

COMMUNITY CLUBHOUSE RENTAL AGREEMENT

This Agreement between Eaglesgate Community Association, Inc., ("Association"), and _____, a member of the Association ("Member"), establishes the conditions and requirements for rental of the Association Community Clubhouse ("Clubhouse") located at 6000 S. National Avenue, Springfield Missouri.

At the time this agreement is signed and returned to the Association, Member will submit **two separate checks** made payable to Eaglesgate Community Association: 1) a fee of **\$150.00 for each reserved date**, and 2) a **cleaning/security deposit of \$150.00** for use of the clubhouse.* Security Deposit must be received at least two weeks prior to scheduled event. Anyone renting the Clubhouse must be a member in good standing of the Eaglesgate Community Association. If the Member cancels the reservation at least 14 days in prior to the event the entire \$150.00 rental fee shall be refunded together with the security deposit. Cancellations less than 14 days prior to the event will be entitled to a refund of \$50.00 together with the security deposit.

In the event 2 inches of snow has fallen at the time of the event, Nixa Lawn (693-9830) will be contacted by the management company to remove the snow from the parking lot and sidewalks. ECA and the owner will split the cost of the snow removal fees with the owner's portion (\$75) coming out of their rental fee (\$150). The cost for the clubhouse snow removal is \$100 (parking lot & driveway).

Rental of the Clubhouse does not include use of the lower level, swimming pool, pool area, or locker rooms*. Member assumes full responsibility and liability for any damages to the Clubhouse or surrounding property, which is the result of actions of the Member or their guests during the term of this agreement.

**If a resident would like the use of the pool as well as the clubhouse, the rental for use of both would be \$200 for rent and \$300 for the deposit. The deposit will be returned if the area is left clean. The board's pool liaison will verify that no damage has occurred. The president will notify residents when a pool party is scheduled; however, the pool will remain open to residents. The new policy will go into effect January 1, 2017.*

If alcoholic beverages are served during the rental period, Member shall comply with all applicable laws regarding the serving of alcoholic beverages. Serving and consumption of alcohol may only take place inside the Clubhouse or on the adjoining deck. Under no circumstances may alcohol be sold. There is no smoking allowed in the clubhouse.

Member further agrees to clean the premises and restore all rooms and areas to a condition deemed satisfactory by a designated Association official and to return the key within 24 hours of completion of the event. The Association will inspect the premises within 24 hours without Member being present. The attached checklist will be used to determine satisfactory conditions. The cost of any damage or incomplete cleaning will be deducted from the cleaning/security deposit. Any repairs not covered by the deposit will be billed to Member. The Association reserves the right to collect the money for repairs to the fullest extent of the community documents including the creation of a lien against Member's property.

I AGREE TO INDEMNIFY AND HOLD HARMLESS EAGLESGATE COMMUNITY ASSOCIATION, INC, ITS OFFICERS, EMPLOYEES, AGENTS, AND ASSIGNEES, FROM ANY AND ALL LOSSES, CLAIMS, DAMAGES, LIABILITIES, EXPENSES (INCLUDEING ATTORNEY'S FEES AND COST) AND OBLIGATIONS ARISING OUT OF AND RELATED TO INJURY TO OR DEATH OF ANY PERSON, OR DAMAGES TO OR LOSS OF ANY PROPERTY OCCURING AS A RESULT OF, RELATED TO, OR IN CONNECTION WITH THE USE OF THE CLUBHOUSE FACILITIES BY ME, OR ANYONE IN ATTENDANCE DURING THE RENTAL PERIOD.

By signing below, having full authority and capacity to do so, certify that I have read this Agreement in its entirety and agree to the terms and conditions set forth above. I agree to pay for all repairs and damage to the building facilities and/or equipment resulting from or related to the use of the Clubhouse.

Member's Signature: _____ Date: _____
Member's Name: _____ Address: _____ Phone: _____

Community Clubhouse Clean-Up Checklist

(This form must be complete, signed and returned with clubhouse keys in order to receive your deposit)

Clubhouse will be inspected by current Clubhouse Director/Board Member before deposits returned
All or portions of deposits may be withheld for any damage and/or cleaning services required to ensure Clubhouse in rentable condition.

General

- Return furniture to original places
- Clean table tops and chairs
- Clean handprints off windows and glass doors

Kitchen

- Discard all food
- Wipe down countertops, stove and interior of microwave if used
- Remove all trash, place in containers just outside kitchen exterior door

Restrooms

- Wipe down sinks
- Remove all trash, place in containers just outside kitchen exterior door

Floors

- Sweep debris from all Floors, Vacuum area rug(s)
- Mop (if needed) from spills/splatters

Exterior/Deck (if party held on deck area or pool area)

- Remove all trash, place in larger containers on upper decks
- Return all furniture to original positions

Trash Containers

If party takes place on a Sunday please place all trash from party in blue container and take container to curb.

If party takes place on a Tuesday please place all trash from party in red container and take container to the curb.

Member Signature _____