



## Operational Policy 12: CLUBHOUSE RENTALS

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Date Adopted by Board: 4-10-18

Related Policies: CCR Article IX, Section 9

Related Forms: ***Lakeshore Village Clubhouse Rental Request and Agreement; Clubhouse Clean-Up Checklist***

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**Policy Statement:** The Lakeshore Village (LSV) Clubhouse is available for rent to (1) Owners or approved Lessees residing in LSV who are current on dues and fees, and (2) other persons or entities with specific permission of the Board.

### **Introduction/Background:**

This policy applies to rental and use of the clubhouse, adjoining deck and restroom facilities.

### **Procedures:**

- A. Only Owners or approved Lessees residing in LSV and other persons or entities with specific permission of the Board may rent the clubhouse. It may not be scheduled for any outside private group.
- B. Reservation and Payment
  - a) Clubhouse availability may be determined by calling or emailing management.
  - b) To reserve the clubhouse, the *Clubhouse Rental Request and Agreement* along with two separate checks for the rental fee and \$60 security deposit must be submitted to management.
  - c) Rental fees:
    - i) After 5:00 pm Monday-Friday: \$50.00/day
    - ii) Saturday and Sunday: \$75.00/day
  - d) Reservations may be requested up to 3 months in advance.
- C. Cancellation
  - a) If cancellation of reservation occurs prior to 48 hours of reserved date, full rental fee will be refunded.
  - b) If cancellation occurs within 48 hours of reserved date, rental fee will be forfeited.
- D. Arrangements for clubhouse key are to be made with LSV management. Keys must be dropped into the clubhouse mailbox at the end of the contract time. **Late key returns will be assessed a fee of \$25 per day.**

E. Clubhouse Rules

- a) All events shall be limited to 75 persons.
- b) Clubhouse renters must be present at all times during the rental.
- c) All activities are to be kept within the clubhouse and the deck.
- d) Clubhouse rentals do not include use of the pool, dock or lake.
- e) Clubhouse renters must agree to respect the property of LSV and adjoining homeowner areas.
- f) Noise levels must be maintained according to the city's noise ordinance to prevent any disturbance to those in nearby homes or areas surrounding the clubhouse.
- g) Smoking is not allowed in the clubhouse.
- h) Animals are not allowed in the clubhouse.
- i) Observance of designated parking areas is required. Due to limited parking near the clubhouse, residents shall advise their guests to park on Laketower Drive if more than a few cars are expected.
- j) If alcoholic beverages are to be served during the event, the renter shall comply with all applicable laws relating to serving alcoholic beverages, including observance of underage drinking laws. Alcohol can be consumed only inside the clubhouse or the adjoining deck. Selling alcoholic beverages during rental time is prohibited unless done so by a licensed caterer. The renter is responsible for taking reasonable precautions to ensure that guests do not operate motor vehicles while intoxicated.
- k) Private events must end by midnight. The clubhouse renter is responsible for seeing that guests have departed from the property on time.

F. Damage and Cleaning

- a) The clubhouse renter will be held responsible for restoring the clubhouse premises to the same condition as before the event. The **Clubhouse Clean-Up Checklist** will be provided by management. The Owner of the unit associated with the clubhouse rental will be held financially responsible for any damage to the premises or to personal property that may occur during the period of clubhouse occupancy; this includes cases in which the clubhouse renter is an approved Lessee.
- b) LSV is not responsible for lost or stolen items, or for any personal property left on the premises during or after the rental time period.
- c) An inspection will be made by management after the event to determine if the clubhouse has been properly cleaned and left in good condition. **Failure to leave the clubhouse in good condition will result in the loss of the \$60 security deposit. In the event of damage or failure to clean the facility, additional fees will be assessed and charged to the clubhouse renter.**