



ONE MISSION. ONE COMMUNITY.

Clubhouse Rental Agreement

Community Center rooms are available for rental by current residents of Scott Family Housing. Reservations can be made by contacting the leasing office at (618) 746-4911. Reservations are on a first-come, first-serve basis. Clubhouse rental shall include a money order for the flat fee of \$75.00 (which includes the rental of 3 rooms) and a separate check/debit for the deposit of \$250.00, both due at the time of reservation. (Any non-profit organization with a 501c3 will be exempt from the initial \$75.00 fee.) Additional charges/fees due after the end of the rental period from damages, cleaning, etc. will be due immediately and must be paid fully in a money order.

Scott Family Housing reserves the right to cancel a reservation in the event that the Clubhouse suffers damage or other reasons that cannot be corrected prior to the reservation date scheduled. Such a cancellation by Scott Family Housing will result in a full refund of both use fee and deposit to the homeowner.

Date(s) of Use: _____ **Hour(s) of Use:** _____

Additional dates and times can be annotated on page 2.

Current Resident ("Renting Party") agrees to:

- Assume 100% responsibility for the conduct of all guests attending the event.
- Resident must remain at the Clubhouse for the duration of the rental period until all guests have departed the event.
- Permit no more than one hundred (100) guests at the event.
- Inform guests of designated parking spots. (see back for more details)
- Be considerate of neighboring apartments at all times.
- Use of the facility must end at the indicated time.
- Limit noise/music levels so that they comply with state and local laws and do not disturb residents or office staff.
- No smoking inside Clubhouse or near Clubhouse doorways.
- No firearms are permitted on the premises unless authorized by law.
- Abide by the laws of the State of IL as they relate to the serving and consumption of all alcoholic beverages.
- Lock door and place key in the drop-box immediately following the event. A lost Clubhouse key will result in a fee of \$25.00 to be assessed of the homeowner for lock replacement.
- Notify the property manager of any problems encountered and any damage to Clubhouse and/or grounds during use.
- In the event that the property is damaged to the extent that it cannot be rented to another current resident, there will be a fine of \$10.00 per day assessed to the renter until all damages to the Clubhouse and/or grounds are repaired to its original condition. Additionally, the Renting Party will possibly be ineligible for any additional use of the Clubhouse.
- Clean the Clubhouse and surrounding grounds immediately following the event. The Renting Party is responsible for proper cleanup of the facilities and for any damages. The Renting Party will be charged the costs of any necessary cleanup and for any and all repairs. No deposit will be returned until the premises are cleaned as required and the premises are inspected by the property manager.
- Falsification of the stated purpose of rental within this contract constitutes fraud resulting in a fine no less than \$250.00 assessed to the Renting Party.
- Any repair costs, fines or charges in excess of the \$250.00 deposit shall be posted to the Renting Party's account.
- Agrees by signing below that he/she has been legally notified of the fees, fines and charges under the specified conditions stated within this agreement. He/she may request in writing a hearing before the property manager within thirty (30) days of the posting of any fee, fine or charge to the Renting Party's account as a result of this rental.



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- I agree to hold the owner and management harmless of any and all liability incurred as a result of my use of the facility.
- I acknowledge the right of management to make any and all judgments regarding excessive noise, disturbances, or appropriateness of any and all activities
- I understand that the facilities cannot be used for profitable service of fundraising
- Reservations may only be made by residents 18 years or older
- **Pool parties are not permitted in the Community Center (the pool is not included in your rental)**
- Bouncy Houses are not permitted in the Community Center or outside in the public areas
- **Trash cans must be emptied and deposited in dumpster in the parking lot. We furnish the trash bags.**
- A facility inspection will occur prior to the event. A second inspection will occur after the event. Should no cleaning be necessary, and no damages noted, the resident's deposit will be returned in full.
- **ALCOHOL IS NOT PERMITTED AT PATRIOT'S LANDING**, however is allowed at Lincoln's Landing ONLY with written management consent, and must be served by a licensed vendor. Verification of licensed vendor will be required prior to event.
- **During normal business hours, no person renting the Community Center is permitted to park in the business parking lot. Failure to abide by this will result in possible loss of reservation and/or requirement of moving vehicles during event. Parking for events will be as follows:**
 - **Patriot's Landing: Tennis Courts**
 - **Lincoln's Landing: Adjacent Parking Lot**

_____ (Initial)

If your request includes more than one date, please use the additional space below to annotate dates and times. If the nature of the event and number of guests or rooms will be different from the above information, please note the changes.

Reserved for (DATE): _____ Time: _____ to _____ (AM/PM)
 Reserved for (DATE): _____ Time: _____ to _____ (AM/PM)
 Reserved for (DATE): _____ Time: _____ to _____ (AM/PM)
 Reserved for (DATE): _____ Time: _____ to _____ (AM/PM)

I understand that the facilities cannot be used for profitable service of fundraising.

Resident Name: _____

Address: _____ **Scott AFB, IL 62225**

Phone: (H) _____ (C) _____ (W) _____

Nature of Event: _____

Approximate Number of Guests: _____

Resident Signature: _____ **Date:** _____

Staff Signature, acting as agent for owner: _____



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4570 George Washington Dr.
Scott AFB, IL 62225
Phone: 618-746-4911
Fax: 618-746-4910

I _____ give Scott Family Housing
Printed Name

permission to run my credit/debit card up to the amount of \$_____.00
(\$100 per room reserved) in the event that there are damages that are caused
by and/or occurred during my allotted rental time frame. I agree that my card
will be photocopied below for use in the event that this situation will come
to pass.

Signature

Date

Address:

Scott AFB, IL 62225

Housing Rep. Signature

Date