

**MILLENNIA PARK HOA, INC.**

**Rental Agreement Rules & Regulations – Clubhouse**

**Hours: Mon. – Thurs. 8a.m. – 10p.m.**

**Fri. – Sun. 8a.m. – 12a.m. (ALL noise/music must stop by 11p.m.)**

**Reservations are First Come and At Your Own Risk**

**Deposits and Fees Apply. Read carefully and initial.**

Clubhouse \$200.00

Security Deposit \$500.00

Rental Date: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Date Request for Reservation: \_\_\_\_\_

Hours / Time Request for Reservation (not to exceed 6hrs):

From: \_\_\_\_\_ To: \_\_\_\_\_

1. Resident is reserving the clubhouse for (date) \_\_\_\_\_, between \_\_\_\_\_ & \_\_\_\_\_ time for a \$200.00 per day fee (2-day maximum) with a \$500.00 contingent refundable fee. Reservation requires a minimum of 30-day notice.

Initials: \_\_\_\_\_

2. Resident agrees to be responsible for and will pay the Millenia Park HOA for any damage done by him/her or his /her guests including but not limited to the clubhouse, pool, furniture, plant materials, fence, bathrooms, gates, kitchen and/or appliances. Such damages, if any shall be as determined by the property manager or manager on duty, whose judgment shall be final, and the resident will be billed immediately by forfeiting deposit.

Initials: \_\_\_\_\_

3. If an emergency, injury or incident occurs at the clubhouse, please call 911.

Initials: \_\_\_\_\_

4. Resident agrees that the premises will be thoroughly cleaned after its use by the time specified in the

contract. Cleaning requirements include:

- A. Disposing of all trash, decorations, and food items into proper receptacles and to the dumpster.
- B. Returning all existing furniture to the position and condition in which it was found in.
- C. Cleaning floors of trash, debris, food items and the like, such that the area is in broom clean condition.
- D. Replacing all trash liners (provided).
- E. Flushing all toilets and picking up any function trash or debris.
- F. Wiping down all countertops.
- G. Turning off all interior lights.
- H. Secure all exit doors to be sure they are locked.

**Clean up must be done within the time block allotted and may not be done the next day. Failure to clean and vacate the rental area will result in forfeiting deposit.**

Initials: \_\_\_\_\_

5. Resident agrees that he/she will always personally be present at the clubhouse during the hours listed above. **Resident understands that the pool area will not be private as residents will have access to amenities during reserved times.**

Initials: \_\_\_\_\_

6. **SUBRENTALS ARE PROHIBITED:** The clubhouse is for members and their invited guests only. It is always the responsibility of the members to supervise their guests. Members will be held responsible for the conduct of their guests. Member is subject by default to a "Rental Fine and Full Suspension" of future rentals. Charges will convert into a "**Individual Lien**".

Initials: \_\_\_\_\_

7. When decorating for events, no tape, nails, tacks, or staples may be used on walls, tables or furniture. After the event all decorations must be removed from the area during clean up. Any damage to the walls or paint will result in the Member paying the association the cost to repair or repaint in addition to forfeiting deposit.

Initials: \_\_\_\_\_

8. If during the event the member notices any maintenance issues, then the member at the beginning of the event is obligated to report the issue to Association management, otherwise the member will be deemed to have caused the problem.

Initials: \_\_\_\_\_

9. Reservation will be secured upon receipt of your signed application and payment.

Initials: \_\_\_\_\_

10. Smoking is NOT permitted.

Initials: \_\_\_\_\_

11. No pets Allowed.

Initials: \_\_\_\_\_

12. No food or beverages are permitted outside the clubhouse.

Initials: \_\_\_\_\_

13. The pool is NOT available for rent, **or to be used while using the Clubhouse.**

Initials: \_\_\_\_\_

14. Resident and resident's guests who are twenty-one (21) years of age and older may consume alcohol during the date and time listed above in an allowable or approved area. NO GLASS CONTAINERS. Intoxication is strictly prohibited.

Initials: \_\_\_\_\_

15. Resident agrees for himself/herself and his/her guests that they will not make or permit any disturbing noises or loud music or permit anything in or around the clubhouse building that will interfere with the rights, comforts, or conveniences of the other residents of Millenia Park.

Initials: \_\_\_\_\_

16. Resident accepts sole responsibility **and full Liability** for his/her conduct and the conduct of his/her guests and agrees to indemnify and hold harmless the Millenia Park HOA for any injury and damages of any sort whatsoever which the resident and his/her guests may suffer during the resident and his/her guests use of the clubhouse building and the surrounding areas.

Initials: \_\_\_\_\_

17. The Millenia Park Clubhouse is to be rented by residents IN GOOD STANDING only. The Millenia Park Board reserves the right to deny rental for any function for any reason. A community function will always take priority over a private party function.

Initials: \_\_\_\_\_

18. CANCELLATION/REFUND POLICY: Rentals require a 14 Day notice of cancellation to receive a full refund; a 7-day notice is required to receive a 50% refund.

Initials: \_\_\_\_\_

19. Rental Capacity: 40 guests.

Initials: \_\_\_\_\_

20. Parking restrictions apply. Guest parking restrictions apply.

Initials: \_\_\_\_\_

**COVID 19 Notice: Millenia Park does not hold itself responsible for any spread.**

Special Arrangements:

1. Will a caterer be used: No ( ) Yes ( ).

a. Company Name and License # \_\_\_\_\_

2. Will any other vendor be used: No ( ) Yes ( ).

a. Company Name and License # \_\_\_\_\_

3. Will alcohol be present at your event? No ( ) Yes ( ).

a. If yes, how will it be served? \_\_\_\_\_

b. Certificate of liability insurance required if alcohol will be present.

c. Alcohol License # \_\_\_\_\_

4. Will you have music at your event? No ( ) Yes ( ). **Subject to rental hours and Section #15.**

a. DJ Live Band Other \_\_\_\_\_

Please list ANY other special arrangements for your event:

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I understand that this form is a request for rental. The rental deposit and the completion of this form do not guarantee my rental of the requested facility. I have read and fully comprehended the rental guidelines contained on this form and agree to follow all the operating rules and regulations of the clubhouse facility and surrounding areas during my event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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OFFICIAL USE

Date Received: \_\_\_\_\_

Board of Director Approval

By: \_\_\_\_\_

1. \_\_\_\_\_

Date Approved: \_\_\_\_\_

2. \_\_\_\_\_

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Security Deposit \$500.00

By:  Check  
Check # \_\_\_\_\_

Money Order # \_\_\_\_\_

Cash: \_\_\_\_\_

