

GLENEAGLES VILLAGE CLUBHOUSE * RENTAL REQUEST APPLICATION

Revised September 2016

Reservations are not considered confirmed until the rental application is signed and returned with the necessary deposit, and the Clubhouse manager approves the rental.

Today's Date: _____

GEV Resident Applicant

Address _____

Phone _____

Joint Applicant

Address _____

Phone _____

Date Requested _____

Start Time _____ End Time _____

Type of Event _____

Expected Attendance _____
(Maximum 125)

Please check:

* Liquor use Yes _____ No _____

* Food Yes _____ No _____

* Entertainment Yes _____ No _____

If yes, what kind _____

Applicant Signature Date

Clubhouse Manager Signature Date

The following equipment is requested (please indicate the number needed)

Chairs _____ 6' Tables _____ 8' Tables _____

Round Tables _____ Square Tables _____

Note:

* 6' tables accommodate up to 6 people

* 8' tables accommodate up to 8 people

* Round tables accommodate up to 8 people

* Square tables accommodate 4 people

Please read the detailed Rental Process and Rules/Expectations on next page.

OF SPECIAL NOTE: The Clubhouse is for rent by GEV residents only on a date-available, space-available basis for recreational use.

Resident applicant must set up, take down and clean up under clubhouse staff supervision.

Resident Applicant or Alternate must be present at all times during the rental event.

Charges:

1. \$100.00 per hour – Outside organizations
2. \$50.00 per hour – Personal rentals 11+ guests
3. No charge – Personal rentals of 10 or fewer guests, or residents-only events, within clubhouse hours; \$15.00/hour after hours
4. \$25.00 late fee for every 15 minutes past end time
5. \$500.00 refundable deposit with application. Deposit is returned if facility is cleaned and undamaged.

Office use:

Deposit amount \$ _____ Date _____

Receipt # _____

Received by _____

Rental amount \$ _____ Date _____

Receipt # _____

Hours _____ x Hourly rate \$ _____ = \$ _____

Received by _____

GLENEAGLES VILLAGE HOMEOWNERS ASSOCIATION
CLUBHOUSE RENTAL PROCESS AND RULES/EXPECTATIONS
Revised September 2016

INCLUDED/EXCLUDED IN A RENTAL

Clubhouse rentals are based on a date-available and space-available basis. Club functions take preference over individual rentals, and there are no Friday rentals during the summer.

- **Included** in clubhouse rentals are the banquet room, kitchen, patio, restrooms, and the cost of the utilities.
- **Excluded** in clubhouse rentals are the lounge, the library, the meeting room, the swimming pool and the spa.
- Residents **may use** the club microwave, oven, refrigerator, utensils, dishes and tablecloths.
 - If any items are broken, lost, or damaged, the resident is responsible and will be charged the replacement/repair costs.
 - Tablecloths must be cleaned and returned to the clubhouse.
 - Utensils and dishes must be hand-washed or loaded in the dishwasher. The resident will need to run the dishwasher before leaving the clubhouse. It is also requested that they return the next day to empty the dishwasher, if possible.
- Residents **may not use** any consumable supplies purchased by the HOA, such as coffee, tea, creamer, sugar, and paper products.

THE PROCESS TO BOOK A RENTAL

An applicant must be a Gleneagles Homeowner or Renter in good standing. The resident must be available as the event contact person for the club staff and must be in attendance the entire duration of the event.

Residents who want to rent the clubhouse must obtain a Rental Request Application from the clubhouse or online at <http://gevhwa.net>. Applications should be made **at least one month in advance** of the planned event to allow for scheduling of staff. Upon approval by the Clubhouse manager, under the supervision of the Board of Directors, the rental will be confirmed.

CLUB RENTAL CHARGES

- Rental fees are charged for the **entire time the clubhouse is in use** by the renter, including set-up and clean-up time. One hour of complimentary set-up time will be credited to the total hours of use.
- **Outside organizations** as guests of an owner: \$100.00/hour
- Personal rentals (family, friends) **11 + guests**: \$50.00/hour
- Personal rentals of **10 or fewer guests**: No charge unless the event goes beyond regular club hours, in which case there will be a \$15.00/hour fee for staff to be available.
- **Residents only** - No charge unless the event is beyond regular club hours, in which case there will be a \$15.00/hour fee for staff to be available. The residents having the event are responsible for this charge. (Example: Block Parties)
- For every fifteen (15) minutes past the ending time designated on the Rental Request Application, a **\$25.00 late fee** will be charged.
- All cancellations must be made no later than seven (7) days in advance of the scheduled event. Cancellations of less than seven (7) days will result in a **forfeiture of \$100.00**.

DEPOSITS

A \$500.00 deposit is required with the application, except when the rental is a “residents only event,” and will be refunded if the club facility and any items used are cleaned and undamaged.

RULES/EXPECTATIONS

1. Specific arrangements for set-up times must be made in advance with the club staff.
2. Arrangements must be made to provide guest access at the gate. Check with club staff.
3. In the event the staff person feels the event is not being conducted in a reasonable and orderly fashion, the staff person may end the event and all fees will be forfeited. Future rentals by the same resident will be denied.
4. Under Colorado law, liquor is not to be served to or by minors. The applicant who initiated the rental is responsible for seeing that the law is obeyed. The club staff person on duty will contact the authorities if this law is violated.
5. In the event of a dance or party, the noise level shall be kept to a reasonable level so as not to be a nuisance to the adjacent properties.
 - a. On Saturdays, rentals shall not extend past 1:00 AM.
 - b. Sunday – Friday, rental activity shall not extend past 11:00 PM.
 - c. No activity shall take place outside the building past 10:00 PM.
6. Smoking is prohibited inside the clubhouse.
7. No glassware is allowed outside on the patio and pool area.
8. No rice, birdseed, silly string, confetti, etc. shall be thrown at weddings, receptions or any other event held at the clubhouse. This is for safety reasons.
9. It is the responsibility of the applicant in charge to leave the club facilities clean and in the condition in which the applicant found it. If further cleaning is needed, a cleaning staff will be hired to complete the cleaning and this additional fee will be deducted from the deposit and/or billed to the applicant who signed the rental application.
 - a. A mop, broom and vacuum cleaner are available for cleanup.
 - b. Dish detergent is located under the sink.
 - c. All trash is to be taken to the trash enclosure on the south side of the clubhouse.
10. Any damage will be repaired by the club personnel or by contract, not by the applicant renting the facilities. The cost of such repairs will be deducted from the deposit and/or billed to the applicant if the cost exceeds the deposit.
11. This rental policy is subject to periodic review and may be changed accordingly.

- I have read, understand, and agree to the above conditions and expectations. Staff will provide me with a copy of this agreement once signatures are obtained.
- Reservations are not considered confirmed until the rental application is signed and returned with the necessary deposit, and the Clubhouse manager approves the rental.

Applicant Signature

Date

Membership #

Clubhouse Manager Signature

Date

GEV CLUBHOUSE RENTAL CHECKOUT FORM

KITCHEN

Counters cleaned
Floors swept and mopped if needed
Oven, microwave, and refrigerator cleaned if used
Dishwasher loaded and started
Trash emptied and put in covered containers outside in trash area
(staff will assist)

BANQUET ROOM

Tables and chairs put away
Decorations removed
Floor swept
Carpet vacuumed
Trash emptied and put in covered containers outside in trash area
(staff will assist)

BATHROOMS

_____ Clean any extraordinary messes beyond normal use

PATIO

Furniture returned to proper place
Decorations removed
Sweep and spray off patio as needed
Trash emptied and put in covered containers outside in trash area
(staff will assist)

*** Please leave this completed checklist on the kitchen counter after your event.**

The club staff attendant will make sure all lights are out, ovens are turned off, and doors are closed and locked.

Notes _____

Renter Name _____ Date of Event _____

Staff Name _____ Date Inspected _____