

MSRA Rental Contract

Booked by: _____

Booked on: _____

This is to acknowledge your reservation for the Mountain Shadows Community Club on:

Date: _____ Hours: _____ Est. # of guests _____

(Occupancy limit = 60)

For (purpose of party) _____

Private parties are to be booked not less than two (2) weeks prior to the party date.

Clubhouse Only Rental - 2 hour minimum, \$100, each additional hour \$50.

For instance, 2 hour rental = \$100, 3 hour rental = \$150, 4 hour rental = \$200

FEES: Clubhouse Hourly

_____ **2-hour minimum**

\$100

Deposit

Due by

Additional Hrs. \$ 50

Total Due

\$ _____

\$200

Hours to be scheduled at the agreement/discretion of the property manager. No more than one rental is allowed per day with a maximum rental of 4 hours when the pool is open to residents.

OPTIONAL: Staff Support and Clean Up – MSRA Community staff may be available for decorating, set up, clean up, and event support for a fee of \$20 per hour per person. To be arranged in advance.

Rules and Obligations:

1. Rental contract and payment must come from MSRA residents in good standing and MSRA resident must be present at the event.
2. Make 2 checks out to the Mountain Shadows Residents. Association and give to the association. 1- for the fee (due one (1) week prior to party date), the 2nd for the deposit (due at time of reservation). The deposit check will be returned if all the items on the checklist below are complete.
3. In consideration of the Property Owners adjacent to Mountain Shadows Community Club, noise/music should be at a reasonable level. Hamilton County does enforce disorderly conduct law.
4. The party is to be confined within the fenced area of the pool. Tennis courts, basketball court, and playground are off limits.

Fines:

1. *Per the Rules and Regulations for MSRA, "Members may book parties. . . but the use must be for the Member's own use and not the use of a third party who is not a Member". With this in mind, the Board of Directors has voted to assess a \$200 fine to any violators.*
2. *A \$200 fine will be assessed to anyone who hosts a party that has not been reserved or hosts a party that has been denied.*
3. *A cancellation fee of \$50 will be charged if the party is cancelled less than 1 week in advance. Cancellations on the day of the party will result in loss of the entire fee.*

Fire Safety:

1. **ALL** exits are to remain unlocked and unobstructed while the clubhouse is occupied. Includes removing bar from doors.
2. Occupancy limit set by the Hamilton Co. Fire Marshall is not to be exceeded.

Checklist: (*Note: Failure to perform below items prior to departure may sacrifice entire deposit.*)

1. The trash is to be put out into the dumpster and the trash can liners are to be replaced.
2. Wipe off counters, tables, chairs and bathrooms.
3. Vacuum and mop floors.
4. Return tables and chairs to designated area.
5. Decorations in the clubhouse are not to be attached to the walls, ceiling, beams, doors, etc. No tape, nails, staples, etc. are to be applied to the walls, ceiling, beams, doors, etc.
6. All decorations, inside and out, are to be removed at the end of the party. This includes but is not limited to, strings, balloons on sign post or fence, etc.
7. Remove all food and drink from premises.
8. Reset thermostat: Heat to _____deg F / HVAC to _____deg F.
9. Notify MSRA of any problems with facility, i.e. toilet problems, light problems, HVAC problems, etc.
10. The facility is returned in the same condition it is found.
11. Turn off all lights and fans; lock all doors/gates; return keys to Chairman.

By my signature agree to the terms and conditions above. I confirm that the rental of the MSRA Clubhouse is for my own use and not that of a third party. I also confirm that I am a Full or Social Member of MSRA & my account is paid in full. I will be present at all times and will be responsible for the actions of my guests and compensate MSRA for any damages.

Signature

Date
