

CLUBHOUSE RENTAL APPLICATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE REQUESTED: \_\_\_\_\_

TIME ACTIVITY STARTS: \_\_\_\_\_ TIME ACTIVITY ENDS: \_\_\_\_\_

POOL RENTAL HOURS (If required) START: \_\_\_\_\_ END: \_\_\_\_\_

SPECIFIC NATURE OF ACTIVITY: \_\_\_\_\_

NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

**NO POLITICAL EVENTS, OR FUNDRAISERS ARE PERMITTED AT THE CLUBHOUSE.**

**BUSINESS/ORGANIZATIONAL MEETINGS**

If this is a business or organization meeting rental cost is \$350. If this is a business or organization meeting:

- Please provide the name and nature of the organization:

\_\_\_\_\_

- Please provide the name of any person or group other than the resident that will be paying for the rental cost? \_\_\_\_\_

**POOL USAGE**

Are you requesting the use of the pool during your event? YES or NO

During pool season guards are required after normal pool hours whether guests will be using the pool area or not. Any event from Memorial Day to Labor Day that goes after 8 pm will require a lifeguard fee. Two lifeguards are required if renter is not using the pool and 3 lifeguards are required if the pool is requested to be used after 8 pm. The fee is \$20 per lifeguard per hour. (ie: 3 lifeguards - \$60/hr; 2 lifeguards - \$40/hr.)

**EXTERNAL CONTRACTORS**

Will you be contracting with any outside vendor for your event (Entertainment, Caterer)? YES or NO If so, please list their name, address and phone: \_\_\_\_\_

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**PAYMENT OPTIONS:**

Confirm requested date is available by emailing [reservations@theledgewoodassociation.com](mailto:reservations@theledgewoodassociation.com)

Once confirmed, email or mail the completed application to: Karyn Wheeler at 12231 Park Cliff Rd., Strongsville OH 44136. Phone No. 216-882-2859.

1. Pay by check and submit with paper application and contract. (\$420.00 plus lifeguard fees, if applicable)
2. PayPal - Log in - Paypal.me/ledgewood - Can create an account. - Fees apply. When payment is submitted a fee will be charged and when security deposit is refunded a second fee will apply. Total fee \$21.45 (\$441.45)

If submitting the online application and contract, payment must be received within 10 days. When submitting paper application and contract payment must be included. Rental dates will not be confirmed until payment is made.

I (we) understand and agree to the stipulations of rental stated above and certify that all information provided by me (us) on this application is true.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant must be an adult resident of Ledgewood.

Date accepted by rental manager: \_\_\_\_\_

The applicant understands that he/she is required to sign a rental contract along with payment once the rental date has been confirmed. Applications are not binding without the execution of a rental contract.

**ADDITIONAL CLUBHOUSE RENTAL INFORMATION**

Only residents of Ledgewood in good standing with the Ledgewood Association are permitted to rent the facility and sign the rental agreement.

The Adult resident must be on site, at the clubhouse, for the duration of the function.

Residents must submit a signed contract and application along with payment within 10 days of

confirming a rental date or the reservation will be canceled.

There is a \$120 trash and cleanup fee charged to all residents who reserve the clubhouse. The Renter shall be solely responsible for all payments made under the contract. The Association shall not accept payments from any other party.

A \$300 deposit is required to reserve the clubhouse. Deposit will be returned to the Resident after the facility has been checked over and no issues are noted after the event. If no damage is noted, the security deposit will be refunded within 7 to 10 days. In the event of damage, the security deposit will be withheld, repairs made and arranged by the Ledgewood Association and the cost of such repairs will be billed to the renter if it exceeds the \$300 security deposit, or difference will be refunded, if less than \$300.

There will be a charge of \$100 if the renter loses or does not return the keys to the clubhouse lockbox at the end of the event.

Wedding rentals will have access to the clubhouse beginning at Noon of the day prior to the wedding provided the facility is available.

Furniture may not be removed from the room and must be placed back exactly as found if moved within the clubhouse.

Setup of tables and chairs is the responsibility of the renter. Chairs must be folded and racked and tables must be wiped off and put away by the ending time of your event as specified in the rental contract.

No animals, except certified service animals, are allowed in the clubhouse.

This is not a full and complete list. Further information and instructions found in contract.

APPLICANT FURTHER AGREES TO INDEMNIFY AND SAVE HARMLESS THE LEDGEWOOD ASSOCIATION, ITS TRUSTEES, MEMBERS AND EMPLOYEES FROM ANY AND ALL DAMAGE AND OTHER LIABILITY ARISING FROM THE USE OF SAID CLUBHOUSE AND SWIMMING POOL AND SUPPORTING FACILITIES. APPLICANT SHALL BE RESPONSIBLE FOR THE CLEANING OF THE CLUBHOUSE FOLLOWING ITS USE. ALL USES OF THE CLUBHOUSE AND/OR POOL BY MINORS MUST BE CHAPERONED BY THE ADULT APPLICANT. APPLICANT FURTHER UNDERSTANDS THAT ANY DAMAGES OCCURRING DURING THE RENTAL TO THE ABOVE MENTIONED FACILITIES WHETHER CAUSED BY EMPLOYEE OR GUEST OF ANY PERSON ATTENDING THE RENTAL FUNCTION WILL BE REPAIRED BY THE LEDGEWOOD ASSOCIATION AND THE COST OF SUCH REPAIRS WILL BE BILLED TO AND PAID BY THE APPLICANT.

**THE LEDGEWOOD ASSOCIATION**

**PO Box 360484**

**Strongsville, OH 44136**

**CONTRACT FOR RENTAL OF LEDGEWOOD PARTY ROOM**

THIS CONTRACT is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between LEDGEWOOD ASSOCIATION, hereinafter referred to as "ASSOCIATION" and "RENTER," \_\_\_\_\_ of the following address

\_\_\_\_\_ and phone numbers: (home) \_\_\_\_\_ and (office or cell) \_\_\_\_\_.

**WITNESSETH:**

For other good and valuable consideration, receipt of which the parties herby acknowledges, the parties hereto agree as follows:

**Place, Date and Time of Use:**

- The Renter shall rent the Clubhouse Party Room on \_\_\_\_\_, \_\_\_\_\_, beginning at \_\_\_\_\_ and ending at \_\_\_\_\_ for the purpose of \_\_\_\_\_ . The Renter must be a good member in good standing of the Ledgewood Association.
- The Renter MUST be on site, at the clubhouse, for the duration of the function.
- The Renter shall use the room for set-up, decorating, and departing during the hours specified above only. The Renter will be responsible for additional rental fees for any time the Room is used before or after the time frame specified above.
- The Renter shall depart the clubhouse in strict conformance with the ending time, as set forth above. No exceptions shall be made, regardless of whether the Renter begins his/her event on time.

**Fees and Cancellation Rights:**

- When the Renter tenders the signed contract, the Renter shall pay the security deposit and the room rental fees. There is no charge for members hosting their own personal events. However, business related events are subject to a \$350.00 rental fee. The Renter shall be solely responsible for all payments made under this contract. THE ASSOCIATION SHALL NOT ACCEPT PAYMENTS FROM ANY OTHER PARTY.
- The sum of \$300.00 (Security Deposit) and \$120.00 (Rental Fee) which includes the basic cleaning charge (\$100.00) and trash removal charge (\$20.00) paid upon entering contract. If the clubhouse is not returned to its pre-event condition, as determined by the Board's

inspection, then additional sums will be withheld for cleaning. The Renter will receive an itemized statement of those cleaning charges.

- The Renter is also responsible for the cost of lifeguard services as follows:
  - IF THE RENTER IS USING THE POOL during event, lifeguard fee is \$20.00 per hour per lifeguard with a minimum of 3 lifeguards which is \$60.00 per hour for an event after 8:00pm (As an example: Event time is 5:00-12 Midnight, the fee charge is \$60.00 per hours/3 lifeguard minimum X 4 hours/8:00pm-12 Midnight = \$240.00)
  - If Renter is NOT using the pool during event but Renter's event extends past closing of the pool at 8:00 pm (during pool season), Renter shall pay a fee of \$20.00 per hour per lifeguard with a minimum of 2 lifeguards for event past 8:00 pm (As an example: Event time if 5:00-10:00 pm, the fee charge is \$20.00 per hour X 2 lifeguards minimum X 2 hours extended past 8:00 pm = \$80.00) The pool may be rented until midnight with fees reflected accordingly.
  - If the Renter does not return the key to the Association, he or she will be charged \$100.00. The sum will be deducted from the security deposit.

#### **Handicapped Parking Space:**

This space shall be used only for drop-off items from your event by the Renter. Renter shall NOT park in this space during Renter's event. If you have a "handicapped placard," please have it visible in your vehicle to remain in this handicapped zone. This space is used only for person(s) needing assistance from your vehicle to the clubhouse. NO permanent parking is permitted in the driveway next to the clubhouse during your event. This is a FIRE LANE to be used for fire emergencies ONLY. Please use parking lot to park cars.

#### **Alcohol:**

The undersigned understands that under Ohio law, a host of any social event or business function where alcoholic beverages are served may be personally liable for an property damage, personal injuries, or loss of life resulting in whole or in part from the host's negligence in allowing any intoxicated guest or attendee to be served alcohol. This liability may include harm to the intoxicated individual. Undersigned agrees that no liquor will be sold during any event and that alcohol will not be served to minors. The undersigned hereby releases and shall hold harmless and indemnify the Ledgewood Association property owners, employees, Trustees, and related entities thereof, for all claims and other cause of liabilities incurred by or asserted against any of the foregoing, as the result of any alcohol consumption occurring during the rental period.

#### **Termination of Event:**

If the Board of Trustees or its designee determines that the Renter is engaged in a willful, egregious act of violation of any of the duties listed above, the Board may terminate the event before the end of the rental period, keep the security deposit and all paid fees, and suspend the Renter's right to rent the clubhouse again.

#### **Departure:**

The Renter must depart of the clubhouse in strict conformance with the Contract. Failure to do so shall result in forfeiture of the:

- Security deposit; and,
- The right to rent the clubhouse again in the future. In addition, the Board reserves the right to contract the Strongsville Police Department to disperse the crowd.

**Inspection and Remedies:**

After the rental period, the Board will conduct a post-use inspection of the clubhouse and prepare a report that will note any of the breaches of contract and related deductions from the security deposit, if any. If none, the Board will refund the security deposit to the Renter within 10 days of the date of the event. If the Renter breaches any of his/her duties or damages to the clubhouse, the Association reserves all of its rights, including, but not limited to:

- Deduction from the security deposit for each specific violation of a particular paragraph listed in Section 4 (when tangible damages do not result) and/or
- Deduction for all costs and fees from the security deposit associated with rectification of any tangible damage. The Board shall make all such determinations in its own discretion. If the Renter disagrees with the Board's determinations, he/she may appeal to the Board of Trustees by filling an appeal in writing within 10 days of date of the completion report. The Board will schedule a hearing to review the matter and make a final decision.

**Indemnification of Ledgewood Association:**

The clubhouse Renter agrees to assume all legal responsibility during the time of the Clubhouse Rental Agreement, including setting up and cleaning up for the party. (The Ledgewood Association is free from the responsibility of all activities, acts of negligence, misconduct, injury or damage whatsoever to any person or persons; or to the property of any person or persons, and liabilities resulting from the activities during the rental period.) The Ledgewood Association and its representatives are not responsible for any gifts, or personal belongings left in the clubhouse prior to or after the social function. The Renter will indemnify, defend and hold the Ledgewood Association, its officers, directors, Trustees, and employees

I, THE UNDERSIGNED, HAVE FULLY READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS STATED HEREIN. **I ALSO ACKNOWLEDGE THAT I AM FULLY RESPONSIBLE FOR ANY DAMAGES OR COSTS INCURRED DURING THE PERIOD FOR WHICH I HAVE RESERVED USE OF THE CLUBHOUSE, INCLUDING ANY COST OF DAMAGES INCURRED BY THE ASSOCIATION THAT EXCEED THE AMOUNT OF THE SECURITY DEPOSIT.**

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email

Address: \_\_\_\_\_

Ledgewood Association

Signed by: \_\_\_\_\_

(Print Name) \_\_\_\_\_

(Title) \_\_\_\_\_

## **RATE SHEET**

### **EFFECTIVE 02/23/23**

Party Room Security Deposit \$300.00 (refundable) Security Deposit check will be cashed.

Other Rental Fees: \$ \_\_\_\_\_ (\$120.00 = \$100.00 cleanup and \$20.00 trash pickup)

\$ \_\_\_\_\_ (\$20 per hour lifeguard fees during swim season as described on page 1)

### **Exhibit A – Cleaning Instructions**

Return the Clubhouse to the condition you found it. The cleaning service is contracted to provide standard housekeeping duties only. The cleaning service does not clean trash out of the kitchen or clubhouse nor refrigerator. There should be no trash or food items in the kitchen or clubhouse when you arrive; there should be none when you leave. Likewise, there should be no tables or chairs left up when you arrive, nor should there be any left up when you leave.

- Report any damage to equipment or facilities to the rental manager
- Kitchen cleaned. Everything put away with **nothing left in the refrigerator/freezer (including bagged ice which should be dumped on the grassy areas)**, or on the counters
- Floors left in the condition they were found
- Place all trash in plastic bags and place in large trash container outside kitchen.
- Turn off gas fireplace and leave the flue open during the fall/winter/spring months.
- Tables must be wiped down and put away in the coat closet outside the party room doors.
- Wipe off countertops and the bar. Remove ice from sink container of the bar.
- Put away all the chairs on the racks provided for this purpose.
- Check bathrooms and throw away debris; they must be left in satisfactory condition.
- New Ecobee thermostats: By default, the thermostats are set to hold at 65 degrees year round.
- Turn off the ceiling and exhaust fans before leaving.
- Make sure ALL DOORS ARE LOCKED.
- Windows on the north side must be closed and locked.
- Remove everything that was not bagged as trash and was brought into the clubhouse when you leave.
- Return the keys to the lockbox located outside to the left of the Clubhouse doors. Use

code: \_\_\_\_\_