

THE LEDGEWOOD ASSOCIATION
CLUBHOUSE RENTAL PROCEDURE

1. LEDGEWOOD ASSOCIATION MEMBERS ONLY may rent the clubhouse. Rental application, rental contract and checks MUST be signed by a LedgeWOOD resident.
2. Check the availability of the Clubhouse by emailing reservations@theledgewoodassociation.com
A rental application form and rental contract will be emailed to you.
3. Complete the rental application and contract and return it to the Clubhouse Rental Manager, along with \$420. \$300.00 is the security deposit and \$120.00 is the rental fees. (\$100.00 cleaning fee/\$20.00 trash fee). Lifeguard fees are required from Memorial Day to Labor Day **All checks must be personal check payable to the LedgeWOOD Association** - NO COMPANY OR ORGANIZATIONAL checks will be accepted. **IF RESERVATION IS MADE WITHIN ONE WEEK OF EVENT, ALL FEES MUST BE PAID BY MONEY ORDER.**
4. Upon receipt of your rental application, contract and check, you will be given written confirmation of your reservation date.
5. Failure to return the Clubhouse keys to the lockbox will result in a charge equivalent to the cost of rekeying the Clubhouse.
6. The \$300.00 security deposit will be returned after inspection of the clubhouse. In the event of damage to the facility occurring during the rental, the security deposit will be withheld, repairs arranged by LedgeWOOD Association, and the cost for such repairs billed to the renter if in excess of \$300.00 or the difference refunded, if less than \$300.00. Repairs are to be performed only by persons commissioned to do so by the LedgeWOOD Association Board. Security deposits where no damage occurs will be refunded within 7 to 10 days after the function.
7. A \$15.00 administrative fee will be charged for all checks returned for insufficient funds.
8. The Association is not responsible for any items left at the Clubhouse.
9. Wedding rentals will have access to the clubhouse beginning at Noon on the day prior to the wedding.
10. **ALL TRASH MUST BE BAGGED**, tied and placed in the large trash dumpster provided outside the kitchen door of the Clubhouse (see Cleanup Instructions). If a catering service is used, please be sure the caterers are aware of this procedure. LedgeWOOD Association reserves the right to bill the renter for cleanup of unbagged trash whether in or outside of the trash container.
11. All items belonging to either the renter or caterer must be removed following the function. Failure to do so will result in a charge for removal by the Association's cleaning crew.

Make check(s) payable to: The LedgeWOOD Association

Send to: Karyn Wheeler, 12231 Park Cliff Rd., Strongsville OH 44136

Updated 02/24/2023