

Oakwood Lincoln Park Neighborhood Association Clubhouse Contract and Rules

This Contract is effective between the **Oakwood Lincoln Park Neighborhood Association (OLPNA)** and _____ (“Renter”) from (time) _____ a.m./p.m. to (time) _____ a.m./p.m. during the year **2023** on the date _____. The parties agree to the following:

- Facility Rules:** The Renter acknowledges receipt of and shall follow and ensure that the Renter’s guests follow the terms and conditions set forth on the attached Facility Rules. The Renter agrees to follow state and local laws as applicable. **OLPNA reserves the right to alter the Facility Rules at any time without notification to the renter.**
- Rental Fees, Security Deposit and Time Period:** Renter will pay fees of \$50.00 for each hour or partial hour of clubhouse use with a two-hour minimum or \$400 for a full day. In addition, renters must submit a separate \$50 refundable security deposit. The refundable security deposit will be refunded within fourteen (14) business days after the time of rental, if the renter is in compliance with the terms of this Contract and Rules. Rental time period **MUST** include the complete time period during which the renter is in possession of the clubhouse, **including time required for set-up and clean up.**
- Reservations and Payment:** Applications should be made by emailing this signed contract and by making a deposit of \$50.00 **no fewer** than seven (7) days in advance of the reservation date. Deposit must be made using PayPal according to instructions at www.oakwood-lincolnpark.org. Any remaining payment must be paid through PayPal no fewer than 48 hours in advance of the reservation.
- Form of Payment:** ALL payments must be made through PayPal. NO PAYMENT OF CASH WILL BE ACCEPTED.
- Clubhouse Availability Schedule:** Clubhouse availability is subject to the discretion of the OLPNA Board. All events should be scheduled during the hours of 8am-10pm and all events must be completed and the Clubhouse vacated no later than **10 PM**. No more than 2 rentals or 8 hours of rental will be made per day.
- Clubhouse Condition and Cleaning:** Renter agrees to leave the premises in the same condition as existed at the time that possession commenced which includes but is not limited to returning Clubhouse furniture and fixtures to their location at the time of possession, the removal of all trash generated by the event, the cleaning of counter and tabletops, sweeping and mopping up any spills, etc. Renters further agree to complete and submit the Renter’s Report form during their rental time. For those events using a caterer, the caterer’s agreement is incorporated herein by reference.
- Overstay:** If the Renter, the Renter’s guests, and or related renter supplies, contractors, caterers, service providers, decorations, etc. fail to vacate the premises as specified in the contract, the renter will be required to pay \$50.00 for each additional hour or part thereof **and** will forfeit their \$50.00 security deposit.
- Limitation on Liability:** In no event shall OLPNA be obligated to the Renter for consequential or incidental damages, or damages of any sort or any amount.

_____ Renter Initials

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9. **Indemnity:** Renter hereby indemnifies, defends, and holds harmless OLPNA, its president, officers, and members, from any and all loss, damage, claims, causes of actions, and demands arising out of or relating to the Renter’s use of the facilities, including but not limited to the service of food or alcoholic beverages (including underage drinking), by Renter, Renter’s guests, Renter’s caterers, contractors, or service providers (or employees of the same), or any invitees of Renter, Renter’s guests, or Renter’s contractors, including any acts of negligence by any person or entity. Renter agrees not to nail, tape, or screw anything to the floor or walls of Clubhouse. Renter assumes full responsibility and liability for any physical damage to facilities or equipment occurring during the rental period.

10. **Age of Renters:** All renters must be at least 21 years of age and able to show proof of age if requested. Groups with persons younger than 21 years of age must include responsible adult supervision as follows: for 1-5 minors, one adult; for 6-20 minors, two adults; and one additional adult for each additional multiple of 10 minors.

11. **Cancellation:** A renter who cancels a reservation within less than 48 hours from the rental date or does not occupy the clubhouse for the time period designated in this contract will forfeit the deposit. Reservations may be rescheduled at the discretion of the OLPNA board and only then in case of extreme weather, fire or other acts of nature. If OLPNA is responsible for a reservation cancellation, the reservation may be rescheduled for a different time and date or a full refund given.

Signature of Renter

Title of Signer (when signing on behalf of an organization)

Date

CLUBHOUSE RULES—Read Carefully!

Oakwood Lincoln Park Neighborhood Association (OLPNA) is proud to make the clubhouse available to neighbors at an affordable price. To keep the rental fee low, renters must be especially conscientious. To provide a cleaning service between renters would double the rent! Be considerate of the next renters: ***please leave the clubhouse as clean as you found it and put furniture and other items back where you found them.*** OLPNA Board Members & Clubhouse Coordinator/Manager have the right to be present or visit the clubhouse during the rental. If during the visit the management finds any rule violations, the Board Member has the right to enforce the rules and/or end the event with a loss of the **rental fee and refundable security fee** to the renter.

Your Security Deposit is refundable based on the cleanliness of the Clubhouse and/or any damage caused during your rental. If something happens, let us know. Reporting damage & issues will help us help you! The following is a list of possible charges, but is not exhaustive:

- Tape left on any surface= \$50 + \$5 each instance after the second piece.
- Helium Balloons found in the ceiling= \$50 + electrician costs if ceiling fans are damaged.
- \$10 per bag of trash not removed from the building.

USE OF BUILDING

1. Maximum Number of Persons Allowed in the Clubhouse: **65**
2. Setup and break down of tables and chairs are the responsibility of the Renter.
3. Decorate **ONLY** the tables. Do not put decorations on the walls, fans, counters, windows, or light fixtures.
The ceiling beams have 3 bronze hooks, per side, for you to hang non-heavy decorations.
4. Do **NOT** bring helium balloons into the Clubhouse.
5. Do **NOT** throw trash in fireplaces.

Please Report any and all Damage found or caused during your event. That will make it easier for us to work with you. We understand things happen-- reporting any issues helps us keep the space safe & clean for our community.

PARKING

1. All guests must park legally.
2. Parking availability is **NOT** guaranteed. Check with Christenberry Elementary School (594-8500) and the Christenberry Community Center (637-5991) to find out about other events that might limit parking.
3. An overflow parking lot is available on Shamrock Avenue past the playground area.

AFTER YOUR EVENT

1. Turn off the stove, unplug coffee makers, and remove all items from the refrigerator and freezer.
2. Turn off all lamps/ light switches. (The Main Hall has 3 overhead security lights that are motion activated)
3. Put dirty dishes in dishwasher and start it. (Soap pods are under the sink)
4. Place all garbage in trash bags and put trash bags in **the dumpster in front of Christenberry Community Center (on Oglewood Avenue)**. **DO NOT use school dumpster** in nearby parking lot. Replace trash bags in cans.
5. Wipe down all tables and countertops as needed.
6. Cleaning supplies and tools are available in the Storage Closet on the shelves near the tables. Use only the supplies (garbage bags, toilet paper, paper towels, etc.) you need.
7. Put furniture and other items back as they were when you arrived.
8. Make sure the upper door in foyer is securely locked (bolt lock & door handle). Lock main door when you leave.
9. Complete the Renter’s Report Form provided and put it in the red mailbox located inside the main entrance. **Your security deposit will not be returned if this this not completed.**

THE FOLLOWING ARE *FORBIDDEN* IN AND AROUND THE CLUBHOUSE.

1. Use of Tobacco or Smokeless Alternatives
2. The Presence or Consumption of Alcoholic Beverages
3. The Possession or Presence of Firearms

Any Alcohol or Tobacco Paraphernalia found will result in the forfeiture of your security deposit, at minimum.

I understand and agree to follow the above rules:

Signature of Renter: _____

Position in Organization (if applicable) _____

OAKWOOD LINCOLN PARK NEIGHBORHOOD ASSOCIATION –CLUBHOUSE RENTAL APPLICATION— PLEASE PRINT CLEARLY!

Applicant Details		
Contact Person for Event:	Organization:	
Contact Person Phone:	Contact Person Email:	
Current address:		
City:	State	Zip Code

Mailing Address (if different from above):		
City:	State:	ZIP Code:
Have you or the organization rented the clubhouse previously? Yes No		
Event Description and Number of People Attending		
Please describe your event:		
How many persons will attend? _____ Of those, how many are children (<18 years old)? _____		
Event Date/Time and Fees		
Reservation Date:		
Time Period for Current Application (Include adequate time for Set up and Clean up): From: To:		
Number of Hours (minimum of 2): _____ X \$50.00 = (Total Rental Fee) Security Fee Paid Via PayPal: \$50.00For Full Day Rental (8 am to 10 pm) the fee tops out at \$400.		
Signature		
I agree to abide by all rules and regulations in the Oakwood Lincoln Park Neighborhood Association contract and to the allotted fee for the reservation and rental of the OLPNA clubhouse.		
_____ Renter Today's Date		_____ Signature of
For Office Use Only		
Date Contract Received:		
Date(s) Payment(s) Received:	Fee Waived	