

Usage Agreement and Guidelines Woodland Lakes Civic Clubhouse

1. Reservations will be confirmed upon receipt of the application form, \$50.00 non-refundable rental fee, and \$50.00 refundable deposit. Deposit includes \$7.50 for key replacement and \$27.50 cleaning fee. Refundable deposit will be held until keys have been returned and the Clubhouse has been inspected. If Clubhouse is found in satisfactory condition, the entire deposit will be returned. If cleaning is required, the cleaning fee will be deducted from the deposit; if keys are lost, the replacement fee will be deducted from the deposit.
2. Individuals attending functions at the Clubhouse may not remain inside the building at any time other than the hours reserved.
3. No pets are allowed inside the Clubhouse, with the exception of assistance animals for the disabled.
4. Children must be supervised at all times. Woodland Lakes Civic Club, Inc. is not responsible for injuries of any kind.
5. Food and beverages must be removed at the conclusion of the rental/reservation period. User must remove all trash and transport it away from the park. Tables should be wiped with a clean, damp cloth and floors should be swept. No mopping is required unless spillage occurred.
6. All groups must be considerate of the surrounding residents and not cause excessive noise or commotion during the reservation period.
7. No smoking or use of other tobacco products is allowed inside the Clubhouse.
8. No alcohol use, alcoholic beverages, or illegal substances are allowed inside the Clubhouse or in any of the Subdivision's parks.
9. No fires or vandalism to the property are permitted.

Woodland Lakes Civic Club, Inc.
Clubhouse Reservation Form

The Clubhouse is available for rent only by residents of the subdivision. Use of the Clubhouse is limited to private functions. Commercial, public, or fundraising events are not considered private functions for the use of Woodland Lake residents and are therefore prohibited. The Woodland Lakes Civic Club Board of Directors reserves the right to refuse requests the Board considers detrimental to the health, safety, or welfare of the residents of Woodland Lakes Subdivision.

The Clubhouse is available until 9:00 p.m., Sunday-Thursday, and until 11:00 p.m. Friday and Saturday.

Individual Requesting Reservation _____

Contact Person (if different) _____

Address _____ City _____ Zip _____

Telephone – Daytime () _____ Evening () _____

Alternate Contact _____ Phone _____

Date Reservation is Requested _____ Time _____ to _____

Estimated Attendance _____ type of Function/Event _____

Do you require chairs? _____ If yes, how many? _____ Tables? _____ If yes, how many? _____

Will you be bringing additional equipment? _____ If yes, please explain _____

Will food be served? Yes _____ No _____

Deposit _____ (Refundable)

Rental Fee _____ (Non-Refundable)

Total _____

The above information is true to the best of my knowledge.

Signature of Contracting Party _____

Date _____

Received by WLCC Representative _____

Date _____

WLCC Use Only:

Rental Fee Paid \$ _____ Check # _____ Date _____

Deposit Paid \$ _____ Check # _____ Date _____

The Clubhouse was left in satisfactory _____ unsatisfactory _____ condition.

Deposit Check Returned on _____ (Date)

WLCC Representative _____

Date: _____