

WATERTREE OF DEWITT CONDOMINIUM
RECREATION HALL RENTAL GUIDELINES

1. May be rented by Watertree residents/owners only and that person must be present at all times during use. Rental of clubhouse is on a first-come first-served basis. Facility must be reserved at least five (5) days in advance.
2. The DeWitt Fire Marshall has set the maximum occupancy of the room at 60 people.
3. A \$50.00 non-refundable use charge is required to reserve the room. A \$150.00 damage, cleaning, key deposit is required when the keys are picked up.
4. Renter is responsible for any damage and cleaning of the facilities immediately following their use. Cleaning is to consist of bagging garbage and removing it from the building; separating recyclable materials from the trash; cleaning counters, stove, tables, etc.; mopping floor; vacuuming carpet; and cleaning bathrooms. Renter is responsible for turning down the heat and turning off the appliances after use.
5. There will be **no smoking** in any part of the building, including the entry foyer.
6. The pool and tennis courts are not to be used by the renter and guests.
7. The \$150.00 deposit will be refunded upon satisfactory inspection of the room by the General Manager and return of the keys subject to deductions listed on page 2.
8. Parties that continue after 12:00 A.M. must do so at a reduced noise level and must be contained inside building.
9. Decorations shall be attached to ceiling rafters or wall molding only. **No thumbtacks or tape is to be applied to the walls.** All decorations, including tape & tacks, must be removed by the renter.
10. **No helium-filled balloons** may be used due to potential damage to the ceiling fans.
11. The Board of Managers may, without prior notice and at its own discretion, postpone, limit, or cancel any scheduled event prior to or during the event.

NAME OF RENTER _____ UNIT # _____ PHONE # _____

DATE OF USE _____ PURPOSE OF USE _____

MAXIMUM # ATTENDING _____ TIMES: FROM _____ TO _____

I understand my responsibilities as stated above and agree to comply with these guidelines.

SIGNED _____ DATE _____

The \$150.00 damage/key deposit will be returned subject to the following deductions for clean-up or damage to the room:

- | | | |
|--------------------------|-----------------------------------|-----------------------|
| <input type="checkbox"/> | Remove Trash | \$20.00 |
| <input type="checkbox"/> | Vacuum Carpet | \$20.00 |
| <input type="checkbox"/> | Mop Clubhouse floors | \$20.00 |
| <input type="checkbox"/> | Mop bathroom floors | \$20.00 |
| <input type="checkbox"/> | Clean bathrooms | \$20.00 |
| <input type="checkbox"/> | Clean oven | \$25.00 |
| <input type="checkbox"/> | Cigarette burns in carpet | \$100.00 each |
| <input type="checkbox"/> | Carpet stains | \$50.00 each |
| <input type="checkbox"/> | Remove tangled balloons from fans | \$20.00 each |
| <input type="checkbox"/> | Additional repairs/painting | \$25/hour + materials |

No Smoking anywhere in the Clubhouse Building.

SIGNED _____ DATE _____