

# Lake of the Woods Homeowners Association, Inc.

## Application for use of the Recreation Center Private Events or Gatherings

Date Requested: \_\_\_\_\_ Hours: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Type of Social Activity: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

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

Facility Requested: **(Circle One)**

Auditorium

Card Room

**INDEMNIFICATION:** By signing this agreement, the homeowner/renter agrees to indemnify and hold harmless the Association, it's officers, directors, agents, employees, and assigns, against all liability, claims and judgments or demands for damages arising in any manner from any event or gathering that the owner/renter intends to hold, holds or participates in at the clubhouse/auditorium/card room facilities, including those related to accidents to persons or property, and the homeowner/renter will defend any and all suits or claims that may be brought against the Association on account of such event or gathering. The owner/renter shall reimburse the Association for any expenditures that the Association may make by reason of such event or gathering.

I have read and agree to abide by the accompanying directive, for use of the clubhouse/auditorium/card room for private events and gatherings.

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

Homeowner/Renter

NOTE: The Auditorium or Card Room may be reserved for exclusive use by residents and non-residents for private social and business activities any day of the week (excluding Mondays during winter hours) between 10:00 AM and 8 PM (winter hours) or 9 PM (summer hours). Rental after the hours the facility is normally open will be subject to the **After Hours Fee** but may only go till Midnight.

**\*\*Renters are responsible for cleaning and removing all items day of event\*\***

**LAKE OF THE WOODS HOMEOWNERS ASSOCIATION INC.  
USE OF RECREATION CENTER AUDITORIUM OR CARD ROOM  
FOR PRIVATE SOCIAL AND BUSINESS ACTIVITIES**

1. The Auditorium or Card Room may be reserved for exclusive use by residents and non-residents for private social and business activities any day of the week (excluding Mondays during winter hours) between 10:00 AM and 8 PM (winter hours) or 9 PM (summer hours). Rental after the hours the facility is normally open will be subject to the **After Hours Fee** but may only go till Midnight as stated below.
2. All requests for auditorium/card room use shall be submitted in writing (See Application Form) to the Lake of the Woods Homeowners Association Business Office. The Association Manager or the Office manager may authorize use if the application is in accordance with these guidelines and upon availability.
3. After the approved activity is completed, and no damage to the Recreation Center has occurred, the usage fees below shall be subtracted from the deposit, and the balance, if any, returned to the renter within three business days.

4. Usage charges:( Deposit reserves date)

	Auditorium	Card Room
Deposit		
Resident Renter	\$250.00	\$100.00
Non -resident Renter	500.00	250.00
Usage Fee Resident	100.00	25.00
Usage Fee Non Resident.	250.00	75.00
After hours Fee	50.00/hour	50.00/ hour
Cancellation fee - Resident	100.00	25.00
Cancellation fee – Non Resident	250.00	75.00

5. The cancellation fee shall be assessed if rental is canceled within 10 days of the scheduled event.
6. The renter is responsible for cleaning the facility, and returning it to its condition at the time of use. This includes but is not limited to vacuuming, cleaning all areas used, i.e. bathrooms, kitchen, floors, etc. LOW Staff shall be responsible for set up and break down of any chairs and/or tables used in the activity. If the activity is scheduled beyond regular operating hours, an After Hours Fee will be charged. Auditorium activities shall terminate no later than twelve o'clock midnight with the facilities cleaned and locked by 12:30 A.M. Violation of contracted time may result in forfeiture of any deposit refund. If the Auditorium, Card Room, hallways, kitchen, etc, are not returned to a satisfactory original condition, the renter shall be subject to an additional housekeeping fee, levied at the discretion of the LOW management. Any such charges shall be deducted from the deposit, or paid directly by the renter.



7. Renter shall be responsible for placing all garbage, drink cans and other trash in the trash cans located in the Auditorium, at the end of the activity.
8. The renter shall be responsible for the conduct of his/ her guests and be liable for any damages to the Recreation Center which result from the participation of the renter and guests in the scheduled activity. Renter hereby agrees to pay for any damage to the equipment or facilities, to be deducted from the deposit and any excess there-of to be paid directly by the renter.
9. Renter must be present during the activity and accompany the Lake of the woods Homeowners Association staff member prior to and after the activity for pre and post inspection of the facility. A check list provided for this purpose shall be signed by both the staff member and the renter. Refund of any funds from the deposit shall be made within three days of the scheduled event.
10. No decorative items or furniture shall be moved without the approval of LOW management, and if approved, shall be moved by the LOW staff person. Decorations may not be attached to the ceiling fans. **No lit candles are allowed.**
11. No rice may be thrown at wedding receptions, but bird seed is permitted outside the facility.
12. Private use of the facilities is restricted to the auditorium, kitchen (if requested) access hallways and restrooms. Guests may not utilize other areas of the recreational complex nor in any way interfere with the normal function of the facilities or homeowners utilization of the facilities.
13. Misrepresentation as to usage may result in immediate termination of activity, evacuation of the facility and forfeit of deposit as well as consideration for future use.
14. Attendance at the activity shall be limited to 110 persons. Parking spaces are limited to 40 spaces in the club parking lot, and renters are encouraged to make car pool arrangements or arrangements with residents for temporary use of driveways or end of street parking. Illegally parked vehicles are subject to fines and/or being towed at owners/ renter's expense.
15. **The Lake of the Woods facility is a smoke-free and drug free facility. No fire-works or fire arms are permitted. No Alcoholic Beverages may be sold on the premises.**