



The Villages of Woodland Springs
RENTAL CONTRACT – The Amenity Center

First Name: _____ Last Name: _____

Address: _____ City/State: _____ Zip _____

Phone: _____ Email: _____

Date of Event: _____ Est. Attendance _____ Pool Card # _____

The pool card will be activated to allow renter to gain access to the Amenity Center through the side door

The VOWS Amenity Center is available Monday-Thursday 9am-10pm and Friday, Saturday and Sunday 9am-11pm . Maximum occupancy 433

No reservations will be accepted that conflict with times of HOA community events. The Association reserves the right to refuse a rental and/or future rentals in the event facilities are left in poor condition or if there is evidence of policy or rule violations.

Monday-Thursday : 9am-12pm _____ 1pm-4pm _____ 5pm-10pm _____

Friday-Saturday-Sunday: 9am-12pm _____ 1pm-4pm _____ 5pm-11pm _____

____ 5' round table (11 available) _____ 6' rectangle table (6 available) _____

Chair (120 available) _____

\$60 (per time block)

\$500 Refundable Damage Deposit

Rental Fee: \$ _____ Check #: _____ Date of Payment: _____

Deposit \$ _____ Check #: _____

The Villages of Woodland Springs reserves facilities on a first-come first-serve basis upon receipt of rental fee, signed agreement, and/or deposits. Members of the VOWS HOA who are delinquent on their assessments will not be permitted to rent the facility until the account is current. This includes late fees owed.

Reservations may only be made in person at the VOWS office Monday-Saturday

Representative setting reservation: _____

Date: _____



RENTAL POLICIES

Eligibility

Reservations are available on a first come, first serve basis upon receipt of rental fee, executed contract, and/or deposits. No one under the age of 21 may reserve the facility. Members of the VOWS HOA who are delinquent on their assessments will not be permitted to rent facilities until the account is current. This includes late fees owed.

Reservation

No reservations will be accepted that conflict with times of HOA community events. The Association reserves the right to refuse a rental and/or future rentals in the event facilities are left in poor condition or if there is evidence of policy or rule violations. The Villages of Woodland Springs reserves facility on a first-come first-serve basis upon receipt of rental fee, signed agreement, and/or deposits. VOWS, as a general courtesy, will hold a reservation for 48 hours. All reservations are subject to be removed if a contract has not been signed and the fee and deposit have not been made within that 48 hour time frame. All reservations are subject to approval by the VOWS Board of Directors, FirstService Residential, or the Advisory committee.

Duration of Event

All events will end by no later than 11 p.m. on weekend and 10pm on week days. Clean up of the facility and all attendees must exit the building by no later than 11 p.m. Please allow for time to clean up and vacate by rental end time.

Guest Conduct

The Renter is responsible for ensuring all guests adhere to the policies of the HOA. The Renter is also responsible for all damages, including damages caused by attendees. Financial responsibility for any and all damages, as determined by The Villages of Woodland Springs Board of Directors and/or FirstService Residential, will be the sole responsibility of the Renter. Renter shall reimburse the association for any excess costs immediately upon notice of the amount due. Balances that remain unpaid will be charged to the homeowner's/member's account and will result in loss of amenity privileges.

Deposits / Fees / Cancellations

A refundable deposit of \$500 is required at the time the reservation is secured and must be made payable by check to The Villages of Woodland Springs HOA. The rental fee of \$60 per time block is required at the time the reservation is secured and made payable by check to The Villages of Woodland Springs HOA. If the event is not cancelled 14 days preceding the event, the deposit will be forfeited.

Check box if you want your
check returned. Otherwise
your check will be shredded.

Initials: _____



Decorations / Set-Up / Clean-Up

No decorations or temporary fixtures may be affixed to the building, walls or any architectural feature with nails, tacks, staples, or any application that will cause damage. Tape is not permitted on any walls or fixtures. All renters will need to fill out a Check in sheet as well as a Check out sheet. Please note additional guidelines:

- All decorations must meet fire department standards.
- No fog machines allowed inside the amenity center
- All decorations must be removed at the end of the event, including rented furniture, equipment, etc... and you must have all facilities vacated no later than the end-time on your rental agreement.

General Event Policies

The Renter agrees to adhere to the following General Event Policies:

- Set up/tear down time is included in your event rental time. If you require additional time you are advised to reserve the time slot ahead of your event.
- To protect the facility from damage the following items will not be allowed: silly string, water balloons, face painting, fog machines, cool-aid or any drink of red/purple color etc.
- The facility restrooms are not included in your reservation. You are allowed to use them but they are public and open to all owners in VOWS.
- Trash inside the facility must be picked up and trash receptacles must be emptied following event. Fees will be assessed if room was not returned in the manner received.
- VOWS HOA sponsored events are exempt from rental fees and take precedence over private rentals.
- Use of any VOWS facility for personal financial gain or business generation is prohibited with the exception of VOWS HOA activities, workshops or classes (such as boot camp, swim lessons, etc.).
- Events where services are rendered that require state licensing are prohibited. This includes but is not limited to: medical services, body art and piercing, personal grooming whether human or animal, childcare, etc.
- Use of chemicals such as turpentine, spray paint, bleach, acetone, paint thinner, or other caustic materials, etc. are prohibited.
- Alcohol is not permitted in the facility nor may it be consumed while attending an event.
- Illegal drugs or substances of any kind are not permitted in the facility nor be used or consumed on the premises.
- The Villages of Woodland Springs will not be held liable for any injuries sustained during or as a result of private events inside or outside of all VOWS amenities or any other common property.
- The VOWS HOA resident that booked the party must be present for the entire event.

Initials: _____



- Adult supervision is required at all times.
- All HOA rules pertaining to use of facilities are required to be adhered to by renters and invited guests.
- Sexually oriented events or sexually oriented entertainment at events is prohibited.
- Noise and music must be maintained at a level which does not disturb neighboring homeowners or the general public. In the event of complaints, from officials or the general public, violation penalties may be assessed.
- Smoking, vaping and use of any other tobacco products are strictly prohibited on Association property.
- Animals are not permitted inside facility or within pool amenities with the exception of service animals as covered by the American with Disability Act.
- All parents of children attending an event are required to stay and supervise their children the entire duration of the event.
- The Association is not responsible for personal property left on premises.
- The Villages of Woodland Springs reserves the right to determine what is considered to be an appropriate function to be held at its facilities, including the right of refusal. The Association may, at its sole discretion, change, modify or alter its facility guidelines and policies in the future. Rental fees may increase over time based on demand.

In the event of an emergency during your event, please contact 911 and the FirstService Customer Care Center at 877-378-2388.

Initials: _____



The Villages of Woodland Springs reserves the right to determine what may be an appropriate function to be held at its facilities, including the right of refusal. The Villages of Woodland Springs may at its sole discretion, change, modify, or alter its facility guidelines and policies in the future. Rental fees may increase as demand increases on future events.

I take full responsibility for the care and cleaning of the rented facility and its contents for the date and time noted in this contract. I understand I am financially responsible for the replacement of any VOWS HOA property that is damaged or lost during the time of my event. I understand and agree that the VOWS HOA is not liable for any injuries that occur either inside the rented facility during my event. I understand and agree to follow the above guidelines.

Should this or any property be missing or damaged, you will be charged per item. The following will result in loss of deposit plus additional costs to replace any property:

- Unlocked Doors (Renter is responsible for ensuring door is secured)
- Unclean sink and counter area
- Floor left unclean or sticky
- Un-swept flooring
- Furniture not broken down or not left in the manner received
- Adhesives used on walls, windows or ceilings, window treatments, furniture, etc.
- Trash left in trash cans / on floor
- Any other damage to Association Property as noted by Management

Required Signature

I have read all of the rental policy information and by signing below, I agree to comply with the provisions of this rental agreement. I understand that my security deposit may be forfeited or I may be billed for any additional expense should any of the requirements be ignored or abused, or if any damages are a result of the actions of my rental.

Renter(s) acknowledges that his/her use of the facility is purely for the pleasure of his/her guests. The Village of Woodland Springs Board of Directors sanctioned community events shall be permitted for the benefit of the community. Renter further acknowledges that neither FirstService Residential ("Manager"), nor The Villages of Woodland Springs ("Association"), has assumed any responsibility for, nor shall the Manager or the Association have any liability for, the actions or inactions of the renters and his/her guests and invitees or for any injury, damage or loss any person may sustain while using the facility or in connection with or as a result of any activity, including consumption of alcohol or other intoxicating substances, engaged in by any person while using the facility.



Renter(s) on behalf of himself, his heirs, successors and assigns, agrees to indemnify, defend and hold harmless the Manager and the Association and their respective officers, directors, shareholders, agents, members, successors, and assigns against any and all claims, demands, damages, costs and expenses, including reasonable attorney fees arising from the user of the facilities, including the buildings and sidewalks adjoining same, by the Renter(s), his or her guests, and invitees, or as result of any activity including consumption of alcohol or other intoxicating substances, engaged in by an such person while using the facility.

In the event any action or proceeding is brought against the Manager or the Association, their respective officers, directors, shareholders, agents, members, successors, or assigns by reason of any such claim, renter(s) covenants and agrees to pay all costs of defense of such action or proceeding by council satisfactory to the manager and the Association.

Renter's Signature: _____

Printed Name: _____

Date: _____

VOWS/FIRSTSERVICE Signature: _____

Date: _____



Opening & Closing Checklist
(All items might not be applicable)

	Sink is Clean: No dishes or food in the sink, trash cans are clean and empty, floors are swept and vacuumed
	Cleaning Supplies & Trash Bags: Located in the cabinets under the sink.
	Trash: All trash from this event must be removed from the building.
	Tables, Chairs: These items are available but must be broken down and put away at the end of the rental or stacked as they were found when you entered the room.
	Door Locks: Hub Rooms: door will lock at 9 PM
	Patio: Patio is free of trash, furniture is neatly arranged, and any spills on tables or floor have been cleaned.
	Closing Procedures: Doors are closed. ALL lights are off. All tables, chairs are broken down and put away or stacked as found.

** Please be a good host and pick up after your guests. If your guests took advantage of the event lawn, outdoor kitchen or play areas, etc... please clean up/pick up after them at the conclusion of your event.