

## Community Center Rental Reservation Agreement

This is a legally binding agreement, made between the Community Center renter and Parkwood Association on the below assigned date.

Enter today's date \*

Your Name \*

Your Phone Number \*

Your Email Address \*

Your Mailing Address \*

Are you a Parkwood Resident? \*

In renting the Parkwood Community Center, you agree to the following

Initial each item as appropriate.

**CANCELLATION:** This agreement can be cancelled any time up to 1 business day BEFORE the start time by calling or emailing the Parkwood Association Office. \*

**FEES AND DEPOSIT:** All fees are due when the event is booked at the Parkwood Association office. We require a \$5 reservation fee per event session for the Community Center. The \$5 rental fee is due to hold the reservation. \$5 will rent the Community Center for up to 3 hours. Failure to clean the facility and grounds properly or any other violation of the rental contract or rules will result in a fine (amount to be determined at the discretion of our Board of Directors). Any property damaged by the rental party or guests will be replaced/repared at the expense of the rental party. Any charge incurred by the Parkwood Association for processing a dishonored check, draft, or other order of payment will be applied. \*

**BUILDING ADMITTANCE:** All indoor activities must be confined to the east end of the Parkwood Association building. There is no admittance to the west (office) end of the building without prior approval by the Office Administrator or a member of the Board of Directors. \*

**CONDUCT:** The contract signee/holder must take all necessary steps to control all participants. Children must be supervised. Any person or persons violating Facility Rental or Rules and Regulations or constituting a public nuisance or potential hazard to public in or on Parkwood Association property, or exhibiting disorderly conduct, will be expelled from the property without refund of fees and deposits. No activities which might reasonably be expected to result in physical damage to the building, its contents, or the grounds are permitted. No activity which would violate federal or state laws, local ordinances, or administrative rules is permitted. \*

RESPONSIBILITY OF THE PARKWOOD ASSOCIATION, BOARD OF DIRECTORS AND THE PARKWOOD ASSOCIATION EMPLOYEES: I understand and agree that Parkwood Association will not be held liable for any bodily injury or property damage whatsoever which may arise from being on the property or in connection with the use of property. By signing this agreement, the user and guests specifically agree to indemnify and hold harmless the Parkwood Association for any property damage or bodily injury that might occur as result from use of the Parkwood Association rental properties. \*

PERMISSION: the Parkwood Association or Board of Directors reserves the right to deny or rescinded the use of rental items by their discretion without prior notice, and without incurring any liability for damages or inconvenience incurred by the party whose proposed use is denied or rescinded. \*

CONDITION OF BUILDING: For Community Center rentals, furniture is to be left as you found it; the thermostat left as it was; no food items are to remain in the Community Center, including in trash cans; full trash cans will be emptied (bags sealed and deposited in the GREEN CAN in back); the door locked from the outside (hit the lock icon on the keypad after exiting and securing the door). \*

DATES REQUESTED Please indicate the calendar date(s) you would like to reserve. You may reserve up to five events per form submission.

Date Requested \*

Time Requested This should be the start time for all requested dates included on this form. Be sure to allow for any setup needed. Parkwood Association is not responsible for setting up tables and chairs.

Beginning Time for your events \*

Please indicate the length of your reservation.

Length of Reservation \*

Do you want to set a second event date? Please note, all additional dates requested should have the same start time and length as the first event requested above.

Second Date Requested

Do you want to set a third event date?

Third Date Requested

Do you want to set a fourth event date?

Fourth Date Requested

Do you want to set a fifth event date?

Fifth Date Requested

I acknowledge that I should expect an email from Parkwood Association confirming or denying this request. If the reservation request is confirmed, I will receive an invoice via Square, payable by Credit/Debit Card in the amount of \$5 per requested reservation date. Payment for the full reservation, all events requested on this form, MUST BE RECEIVED at least 3 business days prior to the first reserved event date. Please Initial

Acknowledge Confirmation and Billing \*