

IVY RIDGE CLUBHOUSE RENTAL FORM REVISED JULY 2019

Resident Name: _____ Phone: _____

Reservation Date: _____ Time: _____

Type Of Event: _____

Anticipated Number Of Guests: _____ Rental Fee: **\$150.00** _____

Security Deposit: **\$150.00** _____

Additional Comments: _____

The Community Center is for the use of residents and their guests. To maintain equity and safety in the facility, the following guidelines **must** be followed.

1. Adult residents may reserve the Community Room for private events any day or evening with the exception of dates reserved for Association events and restricted dates.
2. No more than 80 people may be in the Community Room at one time (fire regulation).
3. The appropriate fees must be paid and this agreement signed and submitted for the date to be reserved for the event.
4. Reservations must be made **at least 2 weeks in advance**, but not more than 2 months in advance, National holidays/ Derby Day restrictions.
5. Rental fee (**\$150.00**) and security deposit (\$150.00) must be paid by two separate checks (no cash accepted) made payable to Ivy Ridge Patio Home Association, Inc. A receipt will be issued to resident. PLEASE MAKE CANCELLATION OF A RESERVED TIME IN WRITING AND GIVE TO THE RESERVATION PERSON **6 DAYS** BEFORE THE RESERVED DATE IN ORDER TO RECEIVE A REFUND.
6. The resident reserving the Community Room must be present at the event and is responsible for any damage to furniture or fixtures. Cost of repairing damage or replacing items will be deducted from the deposit; repair charges in excess of the

deposit will be billed to the resident. Surveillance cameras monitor the Clubhouse inside and out.

7. Occasionally two events may be scheduled within the same day. We wish to accommodate everyone, but Community regular scheduled events are given priority.
8. RENTER MUST PROVIDE ALL UTENSILS, NAPKINS, PAPER PLATES, ETC.
9. When your event is over:
 - a. Return any moved furniture to its proper place.
 - b. Clean (appliances, tables, counter tops, etc.) vacuum rugs, mop floor in Community Room.
 - c. Check all inside and outside areas for any garbage. Place all bagged sealed garbage in the trash bin located outside double doors. If your event is held on Saturday or Sunday, the garbage bin must be placed outside the front door on Sunday evening for pick up on Monday morning. **A charge of \$20.00 will be deducted from your deposit if garbage bins are not taken out and returned.**
 - d. Thermostat must be reset to 68 degrees (winter) or 72 degrees (summer). Please turn off lights and ceiling fans, check all windows and doors are locked and blinds are closed. Check garbage disposer and set the ice maker bar to the off position.
10. THE RESIDENT RESERVING THE COMMUNITY ROOM MUST BE PRESENT DURING THE ENTIRE EVENT AND IS RESPONSIBLE FOR THE ACTIONS OF HIS/HER GUESTS WHILE USING THE FACILITY.
11. THE EXERCISE ROOM IS FOR USE BY RESIDENTS ONLY AND IS NOT PART OF ANY RESERVED ACTIVITY.
12. THE POOL IS FOR USE BY RESIDENTS ONLY AND IS NOT PART OF ANY RESERVED ACTIVITY.

Clubhouse Committee contacts:

Juanita Dever: 502-426-8486 jdever6697@aol.com

Susan Collins: 502-533-5906 susncllns@yahoo.com

RESIDENT SIGNATURE: _____ DATE: _____

RESERVATION CONTACT: _____ DATE: _____