

Wildwood Lot Owners Association

Clubhouse Rental Agreement

Date Rented: _____ Time Rented from: _____ to: _____(max check out 1:30AM)

Lot Owner Name(s): _____ Park and Lot number(s) _____

Rental cost received: \$100 cash check (check # _____)

Rental Cost may be returned if cancellation 1 month in advance, or within 24 hours for winter weather conditions.

Damage Deposit received \$100 cash check (check # _____)

Staff must complete inspection to determine any amount to be returned. If damage to clubhouse occurs, Lot Owner will be charged for repairs in addition to losing deposit. After final inspection, Lot Owner may pick up their deposit check at the office or request that it be shredded. Office will NOT mail check back.

- Lot Owner(s) renting will be present during rental agreement times.
- Lot Owner(s) are responsible for their guest(s).
- NO overnight in clubhouse.
- Thermostat- Return thermostat to 55 degrees in the winter and 75 degrees in the summer. A fine of \$25 can be issued and taken from the damage deposit if thermostat is not returned as indicated.
- All areas – should be swept
- Entryway – Includes but not limited to all trash cans emptied. Trash removed and placed in dumpster.
- Bathrooms – All toilets flushed. Empty trash cans. Trash removed and placed in dumpster. Check paper products and report needs when returning keys.
- Main room – includes but not limited to:
 - Wipe off all tables and chairs.
 - Rectangle tables should be placed in 4 rows, each row contains 4 tables.
 - Brown round tables are placed at the back of the room. (closest to parking lot)
 - Chairs will be placed on top of tables.
 - All decorations removed.
- Kitchen – includes but not limited to:
 - Stove and ovens cleaned
 - Counter and sinks cleaned
 - Refrigerator and freezer cleaned
 - Check paper towels – if low or empty report when returning keys
- Keys – Lock all doors. If you are done with the Clubhouse before 4:00 PM return keys to the office. If you are done after 4:00 PM, return the keys to the guard on duty at the guard shack, if guard not on duty return keys 8:30 am when office opens the following morning.

Fireplace is out of order and may NOT be used!

By signing this agreement the lot owner(s) understand the terms of the clubhouse rental. If for any reason the clubhouse is not in satisfactory condition then lot owner(s) understand that all or part of their damage deposit will not be returned. Lot owner(s) understand the damage deposit will not be returned until the clubhouse has been inspected.

Signature of lot owner(s): _____ Employee Signature: _____

Wildwood Lot Owners Association

Clubhouse Rental Checkout

Lot Owner Name(s): _____

Lot Number(s): _____

Circle Applicable

Entry Way

Floors swept (mopping not required):

Yes No

Trash put in dumpster:

Yes No

Trash bags replaced:

Yes No

Bathrooms

Toilets flushed

Yes No

Trash put in dumpster:

Yes No

Trash bags replaced:

Yes No

Low paper products reported to office

Yes No

Main Room

Tables/Chairs wiped off

Yes No

Chairs placed on tables

Yes No

Rectangular tables place in 4 rows of 4

Yes No

Brown round tables placed against wall closest to parking lot

Yes No

Temperature turned back to 55 (winter) or 75 (summer)

Yes No

Decorations removed

Yes No

Floors swept (mopping not required):

Yes No

Kitchen

Ovens/stoves cleaned

Yes No

Counters cleaned

Yes No

Sinks cleaned

Yes No

Floors swept (mopping not required):

Yes No

Refrigerator/freezer cleaned

Yes No

Low paper products reported to office

Yes No

Inspector Instructions:

Each item listed is included in the rental agreement that the Lot Owner signs. Please indicate whether or not the items were addressed. Any item with "No" indicated, requires a picture in order to withhold a deposit. Once your inspection is complete, sign & date this form and turn into the office.

Return deposit: Yes No Partial Partial Deposit Amount: \$ _____

Signature of inspector (sign above line)

Date