

# PINEGATE COMMUNITY ROOM RESERVATION FORM

Renter's Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Type of Event \_\_\_\_\_

Alcohol to be served? \_\_\_\_\_ yes \_\_\_\_\_ no      Approximate number of guests (Maximum 99) \_\_\_\_\_

This contract is to be completed and submitted to Pinegate Homeowners Association c/o the Reservationist along with checks and/or cash to hold the room. This payment should be in the form of **\$15 cash for the reservation fee** and two checks, **one check for the rental fee** and **one check for the security deposit for \$100**. Rental fees are as follows: **\$35.00** for Monday through Thursday; **\$60.00** for Friday through Sunday and the following Holidays: New Years Eve/Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and Christmas Eve/Day. The \$15 reservation fee will be retained for all cancellations. The rental fee will be forfeited for last minute cancellations during the final two weeks if the room is not rented to someone else on that day. The deposit check will be returned to the renter if the facility is left clean and in good condition and all rules of the contract have been followed. Custodial fees will be charged at \$20.00/hour. Please make checks payable to Pinegate Homeowners Association.

## COMMUNITY ROOM RULES

1. The Renter must be a Pinegate Homeowner in good standing (dues current) and be at least 21 years of age. The Renter must be present during the entire function and is responsible for the actions of his/her guests. Inappropriate behavior will not be permitted and may result in the loss of the deposit as well as privileges for future use of the community room. The Renter is responsible for all damages, even if they exceed the \$100 deposit.
2. The Community Room must be properly cleaned at the end of the event. The Reservationist will do a post-activity inspection. A checklist will be used during the inspection to make sure that everything has been left in order.
3. Operating Hours -  
 Sunday through Thursday, 10:00 am to 10:00 pm  
 Friday and Saturday, 10:00 am to 12:00 midnight  
 Set-up and clean-up accommodations are to be arranged with the reservationist.
4. The noise level and music volume must be kept at a reasonable level in accordance with City ordinances and should not be a nuisance to neighbors.
5. The serving of alcoholic beverages will require hiring a Mentor police officer at the going hourly rate (for a minimum of 3 1/2 hr.) at the expense of the host. Payment to the officer must be made in cash. The officer must be present for the entire event and the alcohol must be kept inside and consumed within the room. The reservationist must make arrangements for the police officer. Underage drinking is illegal and will not be tolerated.

*Private Party - a private individual that has a party that is "Not Open to the Pinegate Community"*

Off-Season Alcohol Policy (Labor Day thru Memorial Day)	In-Season Alcohol Policy (Memorial Day thru Labor Day)	Additional Deposit Required
Alcohol allowed, no police officer required	<i>Before 6pm - no alcohol allowed After 6pm - Alcohol allowed with a police officer present</i>	\$ 200 Check

An Activity Open to Pinegate Community - any Pinegate resident can attend the activity.

- o In the Off-Season Only (Labor Day thru Memorial Day) - Alcohol allowed, no police officer required.
- o Requirements:
  - 1) Social Trustee Approval - If there is a disagreement, the Pinegate Homeowner may appeal to the Board of Trustees. The Board of Trustees may also overrule the Social Trustee's approval.
  - 2) Alcohol Deposit Required - Additional \$200 check.
  - 3) Reservationist Fee Required - \$15 cash
  - 4) Proper Publicity / Notification
- 6. Smoking in the facility is prohibited. A smoking area off the south side of the building is provided.

7. The Renter will make arrangements with the Reservationist to get the key. The key must be turned in, all forms must be completed and the garbage totes must be placed at the curb for the following garbage collection day (typically on Wednesday evening) before the security deposit is returned. Please leave room in the garbage totes for other room renters and typical pool summer activities. At times it may be necessary to take some garbage home with you.
8. There is no access to the pool area during the off-season. The sliding doors facing the pool may be opened during normal operating hours for the pool. These doors must be locked before the lifeguards go off-duty at night. Guests using the community room will be allowed to swim during regular pool hours. Swimmers must dry off before coming back into the community room. A guest pass for each swimmer is \$1 and each guest must be signed in with the lifeguards.
9. Furniture is not to be moved from the community room. All furniture must be returned to its original position after each function. The folding chairs should be placed neatly under the coat rack in the restroom vestibule.
10. Decorations may be hung only on designated hooks on the supporting header and are to be taken down by the renter. No decorations are to be put on the wall or ceiling.
11. No unauthorized animals are allowed in the facility.
12. During winter, it is the responsibility of the renter to clear the walkway to the front door of snow and ice. A shovel and salt will be in the storage room.
13. Parking is not allowed on the Community Center lawn. Damage to the grounds will be subtracted from the security deposit.
14. Reminder – Parking is not allowed on the hydrant side of the streets, and also not allowed in the curves of the cul-de-sacs per the Mentor Fire Department.

Receipt of all fees is hereby acknowledged:

Date \_\_\_\_\_

By \_\_\_\_\_

Reservationist

\_\_\_\_\_

Renter's Signature

**LIABILITY WAIVER AND RELEASE**

I acknowledge that I have contracted to use the Community Room of the Pinegate Homeowners Association.

For and in consideration of the Pinegate Homeowners Association permitting me to use the Community Room, I accept the terms for the rental of this facility, and I, and any person who is my guest or who could claim through me, hereby, release the Pinegate Homeowners Association, its Board Members and/or agents from any and all actions, causes of action, claim and demands of whatsoever kind or nature due to any damages, for losses or injuries, including death, incurred as a result of, or while using the Community Room or outside areas. I further agree to hold the Pinegate Homeowners Association, harmless from any damages, losses or injuries incurred as a result of the use of the facilities, including any use of alcoholic beverages while using the facilities.

I agree to abide by all the rules and regulations for use of the Community Room, acknowledge receipt of said rules and regulations and state that I have read and understand said rules and regulations and agree to abide by them.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

**ALCOHOL USE IN THE COMMUNITY ROOM**

HOMEOWNER INSURANCE POLICY NUMBER \_\_\_\_\_

INSURANCE COMPANY AND AGENT NAME \_\_\_\_\_

**Community Center Rental Checklist**

**Check-In**

The key you have been given opens all community center and restroom doors.

1. Immediately unlock dead bolt lever on emergency exit door \_\_\_\_\_
2. Unlock dead bolt on access door to restrooms \_\_\_\_\_
3. Check the main room, storage area and restrooms to make sure they are in good order \_\_\_\_\_
4. Call Reservationist or leave a message on the Pinegate voicemail, 954-4144, if there are any problems \_\_\_\_\_
5. During winter, clear front pathway of snow and ice (Renter responsibility) \_\_\_\_\_
6. During summer months (when the pool is open), the patio doors can be opened. Ask the lifeguards to unlock the doors. \_\_\_\_\_

**Check-Out**

*\*\*\*Cleaning supplies are located in the closet in the men's restroom. The room key will also open this door. Use what you need and put them back clean. If supplies are running low, please inform the reservationist when returning the key. \*\*\**

**COMMUNITY ROOM**

1. Garbage removed and placed in tote, liners replaced. Please do not leave any garbage outside of the tote. If the garbage will not fit, please take excess garbage home – to prevent rodent invasion. \_\_\_\_\_
2. All windows closed and locked \_\_\_\_\_
3. Stove cleaned and turned off – please turn switch at breaker box to keep it from beeping. \_\_\_\_\_
4. Microwave oven cleaned \_\_\_\_\_
5. Floor swept, mopped (with mild soap) and left clean \_\_\_\_\_
6. Counters and sink cleaned \_\_\_\_\_
7. Refrigerator and freezer emptied and cleaned. (Anything remaining will be discarded.) \_\_\_\_\_
8. Tables and chairs cleaned \_\_\_\_\_
9. Furniture back in original position \_\_\_\_\_
10. Excess chairs stacked in storage closet \_\_\_\_\_
11. Thermostat set at 55 in winter, air conditioning off in summer \_\_\_\_\_
12. Decorations removed \_\_\_\_\_
13. No damage to the building and/or grounds \_\_\_\_\_

**RESTROOMS**

*(When the pool is open, the lifeguards are responsible for the upkeep of the restrooms.. Please make sure that your guests didn't make a big mess of the restrooms. If so, please help clean them.)*

1. Toilets flushed and cleaned \_\_\_\_\_
2. Garbage removed and placed in tote, liners replaced \_\_\_\_\_
3. Counters, sinks and mirrors cleaned \_\_\_\_\_
4. Floors swept, mopped and left clean \_\_\_\_\_

**BEFORE LEAVING**

1. Lock all patio doors \_\_\_\_\_
2. Use key to lock dead bolt on access door to restrooms \_\_\_\_\_
3. Lock dead bolt lever on emergency exit door \_\_\_\_\_
4. Turn off all lights and fans \_\_\_\_\_
5. Lock handle and dead bolt on front door while exiting \_\_\_\_\_
6. Return the key and this checklist to the Reservationist within 24 hours \_\_\_\_\_
7. Garbage totes placed at the curb the night before garbage collection (typically on Wednesday evening) and bring totes back to the building after it has been picked up that day. *(Pool off –season only)* \_\_\_\_\_

**COMPLETION OF POST-ACTIVITY INSPECTION**

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Reservationist

\_\_\_\_\_  
Date Inspected

\_\_\_\_\_  
Date Inspected