



Meeting Room Rental Contract

Resident Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Date & Time of Event: _____

Event Type: _____

Estimated Number of Guest: _____

(Maximum Capacity: 50 persons)

All members must be in good standing to rent the Meeting Room. The cost to rent the meeting room is \$100.00 along with a separate \$50.00 refundable deposit. (Refundable upon inspection)

Weekday rentals of the building may not begin prior to 5:00 p.m. unless approved by management. All guests must leave the facility no later than 11:00 pm. No more than two persons may remain until 12:00 a.m. to clean the facility.

The facility must be cleaned and secured no later than 12:00 a.m. – The rental key must be placed in the drop box before leaving the property.

GENERAL RULES:

1. Renter agrees to be present at the facility at all times the facility is in use and to enforce all rules contained herein or otherwise related to use of facility as published in Association's web site or other publications. _____ (initial)

2. **Alcohol is NOT** permitted on the premises; there are **NO** exceptions. _____ (initial)

3. **Smoking of any kind, including Vaping, is NOT** permitted in any part of the building; **NO** exceptions will be made. This includes smoke machines; **smoke machines are NOT** permitted. _____ (initial)

4. The key ring must be returned with **ALL keys and key card**. If the key ring or any keys / key card are not returned, **a replacement fee of \$20.00 will be deducted from deposit**. _____ (initial)

5. Deposits will be returned by mail within 5 business days **if** no damages to the facility are found and key ring is returned with all keys / key card.

**Deposits may NOT be refunded for violation(s) of any of the condition of this agreement. Additionally, renter agrees to reimburse the Association the cost of any damages or losses exceeding the deposit fee which resulted during use of the facility.* _____ (initial)

6. Renter agrees to indemnify, defend, and hold harmless the Association or its representatives or contractors for any bodily injury or property damage which may arise out of the renter's use of the rental facility.



7. Renter may hire a private security guard at their own expense.

**Please keep in mind, the Association does reserve the right to require private security for any event held by a resident under the age of 21 of which would be an additional expense to the renter.*

8. No tape or fasteners of any kind permitted on the painted wall surface.

9. All Plants, Trees, and furniture must remain in the building at all times.

10. Cancellations must be given a minimum of 7 days before the event to receive a full refund.

11. If you have any questions or concerns regarding this contract, please submit all correspondence by email to: management@indianlakesassociation.com

I have read and agree to abide by all the rules and regulations of this contract. I acknowledge I have received a copy of this rental contract and I acknowledge that all information made by me are true and correct.

Signature: _____

Date: _____

Verification of ID is required. Drivers License # _____

FOR OFFICE USE ONLY

Date Copy Provided to the Renter: _____

Deposit: Amount \$ _____ Date Paid: _____

Rental Fee: Amount \$ _____ Date Paid: _____

Key Pick-up Date: _____

Key Return Date: _____

Special Provisions:

Renter is required to obtain private security at their expense.

Renter may start the weekday event prior to 5:00 p.m. – Start Time: _____