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## 6-Hour Clubhouse Rental and Deposit Agreement

Scheduling is handled on a first come, first serve basis. Reservations are confirmed upon receipt of the clubhouse rental fee, security / cleaning deposit, inspection fee and a signed rental agreement. To receive the Association 'Member' rental rate, the clubhouse renter must be verified as a Member in good standing and show membership proof w/gvmt id or utility bill.

<b>6-Hour Rental Rate: \$200 (Non-Member) / \$100 (Member)</b> (Fill in applicable rate)	\$ _____
<b>Security / Cleaning Deposit:</b>	\$ 100
<b>Inspection Fee (non-refundable):</b>	\$ 25
<b>Total to reserve the clubhouse:</b>	\$ _____

Renter Information – Please Print:

Requested date / timeframe of rental \_\_\_\_\_

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

Renter's Address \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

### Reasons for immediate forfeiture of security / cleaning deposit:

- If the Police are called for any type of disturbance or criminal activity by renter or their guests.
- Not returning the clubhouse rental key within 24 hours of clubhouse rental.
- Not removing directional signage prior to turning in clubhouse key.
- Propping doors open when not immediately loading / unloading or opening windows.
- Having guests attend that are Associations members that are not in good standing.

## **Clubhouse Rental Rules:**

1. The clubhouse must be vacated by 11pm (unless given prior approval).
2. Maximum occupancy is 100 guests.
3. Pool access is not included with the clubhouse rental.
4. Reservation of the clubhouse CANNOT be transferred to another person.
5. Vehicles are not to be parked in the grass.
6. NO alcoholic beverages, illegal drugs, fireworks, or firearms are allowed in or around the clubhouse.
7. Decorations are allowed on tables only. No tape or pushpins are to be used on the walls, ceilings, ceiling fans or light fixtures. If you are decorating, this must be done during the 6-hour rental period, not before.
8. NO SMOKING in the building or within 8 feet of any entrance.
9. Clubhouse is not to be used for commercial purposes.
10. Keep doors and windows closed to maintain climate controls.
11. All guests of rental events, if members of the Association, must be in good standing.

## **Cleaning Responsibilities:**

1. Return all tables and chairs to their original location or you will be charged ½ hour cleaning rate (See attached diagram).
2. All trash must be removed from the clubhouse and placed in the parking lot dumpster.
3. Clean any windows that were soiled.
4. Wash all tables, countertops, sinks and appliances that were used.
5. Return all cleaned utensils, appliances, cleaning supplies etc. to their proper location.
6. Clean up any spills and vacuum all areas that were used.
7. Mop tile floors if needed. Empty and clean mop & bucket.
8. Make sure all toilets have been flushed.
9. All lights turned off (including restrooms) and doors locked (including deadbolts).
10. Non-compliance with cleaning responsibilities will result in a \$40 per hour cleaning charge that will be deducted from the security / cleaning deposit.

Note: The clubhouse will be inspected within 24 hours of the conclusion of the rental. Refunded deposits will be issued within 10 days after the clubhouse key is returned. Clubhouse renters will be responsible for any damages or required cleaning. Deposit may be reduced or forfeited due to non-compliance with agreement.

By signing, I acknowledge that I have read and agree to all Clubhouse Rental Rules, Reasons for immediate forfeiture of security / cleaning deposit and Cleaning Responsibilities.

Clubhouse Renter Signature \_\_\_\_\_ Dated: \_\_\_\_\_