

# SWL-HOA CLUBHOUSE RESERVATION AGREEMENT

8005-1 Thrulake Circle, Olympia WA 98513

Rental Hours: 7:00 AM–Midnight

Renter has full responsibility for facility use, including clean-up, damage to the building and its contents, actions of your guests, missing furniture / equipment, and security. **Your rental is not complete until the 2 checks with paperwork has been submitted. When your name appears on the SWL-HOA website calendar, your rental date has been approved.**

Rental Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Name: \_\_\_\_\_

Street Address & Lot #: \_\_\_\_\_

Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_

Type of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

*(Circle which fees apply below.)*

	<u>Event Fee</u>	<u>and Security Deposit (without alcohol)</u>
Resident:	\$35	\$200
Non-Resident-Business:	\$75	\$250
Wedding-Reception:	\$200	\$300

- Fee and deposit must be paid at time of reservation request. **Two separate checks** made out to Sunwood Lakes Homeowners Association (SLHA) is required.
- **Deposit Fee is refundable and will be shredded or returned after the event if there is no damage, no missing items and clean-up is complete. (If you wish your deposit to be returned, please provide a self-address stamped envelope).**
- Renters are required to follow the decorating rules and all Clubhouse Guidelines, or the deposit will be forfeited. See Clubhouse Guidelines Item 1 for details and decorating.
- Renters may not make copies or give the key to friends, family members or anyone not on this agreement.
- SWL-HOA board members have the sole determination as to whether the building is left in a satisfactory state and the deposit check shredded or returned **(If you wish your deposit to be returned, please provide a self-address stamped envelope).**
- Non-resident and business rental may book 3 months in advance during non-peak times, mostly week days, non-holidays, winter and spring. Residents may book 6 months in advance.
- Questionable rental requests are at the sole determination of the SWL-HOA board.
- Renters may have 2 reservations on the calendar at any given time.
- Park in approved spaces only, leaving access for emergency vehicles.
- Facility use includes the clubhouse and deck.
- Other areas may be used if not already in use by others but must be cleaned as well, if used.
- For safety reasons, **no deep frying allowed.**

Key must be picked up prior to the day of the event. **If your event is held on the weekend, the key will need to be picked up by the “Thursday” prior.** The key must be picked up by the responsible party (adult). **Please call (360) 628-7506 to make key arrangements.** The individual responsible for the reservation agreement needs to be on sight during the event with the key.

By signing below, I verify that I have read and agree to all terms in the attached guidelines and this agreement. I understand that failure to meet these responsibilities will result in forfeiting the security deposit and/or additional cost.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SUNWOOD LAKES CLUBHOUSE GUIDELINES

Rental period is from 7:00 am until Midnight. Quiet time begins at 10:00 pm.

## 1. Prior to event:

- VERIFY your name is on the SWL-HOA calendar ONLINE: <https://sunwoodlakes.org/clubhouserental/>
- During set up, please do not drag tables and chairs across floor. Extra tables can be found in the storage room.
- No tape /tacks/staples/nails/pins/stick tack/streamers/etc. on walls, doors, lights or wood.
- Wall and hanging decorations are not permitted except utilizing hooks on wall..
- You MAY decorate via table decorations, cardboard floor stand ups, stand-up table posters, floor decorations, balloons, weighted table balloons, balloon floral picks, and on the windows- but they MUST be cleaned after event. The stair rail may be used if you tape the streamer to itself not the wood.
- Make sure garbage cans are lined with bags before the event. (Extras are in the kitchen cabinets.)

## 2. During event:

- All doors must be unlocked during the event.
- **Use of lit candles in approved containers only-must have approval from the SWL-HOA contact.**
- No smoking inside of building. Fire extinguishers are located in storage room and kitchen.
- Drink dispensers, including coolers, should be kept outside the sliding doors under the cover to ensure that no damage is done to clubhouse flooring.
- Coffee and water pot in the kitchen may be used as long as they are cleaned.
- **Bring all kitchen supplies and rags you will need.** Supplies in the cabinets are for community events.
- Ensure no neighbor is inconvenienced by loud music or noise. If renters are asked to leave the premises due to offensive/unruly/drunken or disorderly conduct, your deposit will be forfeited.
- An adult 21 or older must be in attendance at all times. Underage guests must be supervised. **If you have sponsored an event, you are responsible and must remain on site the entire time of event.**

## 3. After event:

- Please leave the building clean. Cleaning utensils and first aid kit are provided in storage room.
- Remove all debris including, but not limited to: cigarette butts, bird seed, and garbage inside and outside of building. (Please do not throw rice.)
- Clean counters, sinks, tables and chairs (used) prior to putting away.
- Clean spills in oven and microwave, be sure oven is off.
- Remove all food from refrigerator(s) and kitchen, including ice. Ensure that the refrigerator is clean.
- Remove all decorations from building and any signs or balloons near the front gate.
- Sweep and mop all floors using hot water from kitchen with cleaner provided. **Dump dirty water outside into the drain (next to the front ramp) when finished mopping.** Vacuum bathroom carpets and door rugs.
- Clean glass slide doors. Ensure both bathrooms are clean including mirrors and sinks.
- Remove all trash and replace bags. Place all garbage in bags and put in dumpster located in the parking lot.
- Coffee pot and appliances should be unplugged.
- Turn off all interior lights and fans. Ceiling fan switch is in loft. Outside lights are to be left on.
- Turn the thermostat to 60 degree during winter and turn off during the summer. Windows, doors and sliding doors are to be closed and locked.
- **Return key into outside drop box (located next to entrance door).**

## 4. Security deposit:

- Deposit will be held until an inspection is done by your SWL-HOA Contact and keys returned. **(If you wish your deposit to be returned, please provide a self-address stamped envelope).**
- **Deposit will be forfeited if renter does not abide by the Clubhouse Guidelines.** (Misrepresentation including, but not limited to: higher attendance, alcohol use, tampering or covering security cameras, and/or type of event.) If misrepresentation is significant and damage is done to the building or premises, the video recording will be examined and additional charges (including attorney fees, if incurred) will be billed if renting party is deemed responsible.
- Renter must be sure to remove all material used for the event (including catered events) from the clubhouse within the agreed and contracted period or the renter will forfeit deposit.

**ON RARE OCCASIONS: A Deposit may need to be returned if a scheduling error occurs or for a maintenance project.** Refer to SWL-HOA event calendar <https://sunwoodlakes.org/clubhouserental/> or call (360) 628-7506.

## SWL-HOA Rental Cleaning Checklist

**You must abide by this checklist and rental agreement or your deposit will be forfeited.**

**Thank you!**

**NOTE:** If your rental is during the summer pool season, you are responsible to clean the bathrooms if your party ends after 8:30 pm. If you leave before 8:30 pm, the pool staff will clean the bathrooms for you.

All doors must be unlocked during the event.

Drink dispensers, including coolers, **should be kept outside** the sliding doors under the cover to ensure that no damage is done to the floor.

- Before Event:** Make sure garbage cans are lined with bags. Bags, tables, chairs and cleaning equipment/supplies are in the storage room and kitchen cabinets. Items in lower kitchen cabinets are for community events. Feel free to use the appliances and decorate according to the rental agreement.
- After Event:** Remove all trash including cigarette butts, bird seed, and garbage where your party took place. If there is no room in the dumpster for your cardboard, you must take it. Line trash cans with new bag.
- Using cleaner located under kitchen sink clean counters, sinks, tables and any dirty chairs.
- Remove all food from refrigerator(s) and kitchen, including ice.
- Using cleaner provided, clean spills in refrigerator, oven and microwave. Be sure oven is off.
- Remove all decorations from the building and any signs or balloons near the front gate.
- Sweep and mop floors using hot water from the kitchen sprayer and use cleaner provided
- Dump the dirty water outside into the drain (next to the front ramp) when finished mopping.
- Vacuum bathroom carpets and all door rugs.
- Using glass cleaner/Windex- Clean both sides of the sliding doors and any windows that were used.
- Ensure both bathrooms are clean. ~ Cleaning utensils and first aid kit are provided in storage room.
  - Wipe down toilets, mirrors & sinks
  - Empty trash and insert new bags
  - Mop bathrooms with cleaner provided
  - NOTE: If your rental is during the summer pool season, you are responsible to clean the bathrooms if your party ends after 8:30 pm. If you leave before 8:30 pm, the pool staff will clean the bathrooms for you.
  - Vacuum rugs
- Coffee pot and appliances should be unplugged.
- Return all tables, chairs and cleaning equipment to storage room and put away neatly.
- Turn off all interior lights and fans. Ceiling fan switch is in loft. Outside lights are to be left on.
- Turn the thermostat off in the summer and to 60 degrees in the winter.
- Windows, bathroom doors and sliding doors are to be closed and locked.
- At the end of your event, Return clubhouse key and this completed form into the outside drop box (located next to entrance door). Please, do not keep the key overnight & turn in this form w/ the key.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_