

# OAKS LANDING RECREATIONAL ASSOCIATION

## RENTAL AGREEMENT

1111 NEWPORT LANDING

FENTON, MO 63026

636-225-2183

Rental Day of Week \_\_\_\_\_ Rental Date: \_\_\_\_\_

Resident's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Time of Usage \_\_\_\_\_ Number of hours \_\_\_\_\_ Rental Rate \_\_\_\_\_ Rental Total \_\_\_\_\_

*\$25 per hour: Monday – Thursday    \$35 per hour: Friday – Sunday    \$45 per hour: Holidays*

**A minimum of 4 hours is required for all rentals. THIS INCLUDES SET UP AND CLEAN UP TIME.**

\_\_\_\_\_ As a resident of Oaks Landing Recreational Association, I have read and agree to all the terms of this contract and rules of the Clubhouse and have received a copy of the rental policy.

Resident's signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

How many are attending the rental? \_\_\_\_\_ Both checks must be from the resident address.

Deposit check # \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_ Rec'd by \_\_\_\_\_

Rental check # \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_ Rec'd by \_\_\_\_\_

**Rental fee is due 2 weeks prior to rental**

Is this a surprise party? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how should we contact you? \_\_\_\_\_

**STAFF:** Put on Desktop Calendar: DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_

If After hour rental, give resident Closing procedures for building: INITIALS: \_\_\_\_\_

**STAPLE DEPOSIT CHECK HERE**

# CLUBHOUSE INSPECTION CHECKLIST

Please indicate by checkmark that you have completed these walkthrough items.

## BEFORE RENTAL

Carpet area is free of stains	
Linoleum floor is clean and has no scratches or spills	

## AFTER RENTAL

Carpet area remains free of stains, spills, crumbs or debris	
Linoleum floor has no scratches or spills	
Trash cans in Rec room and on the deck have been emptied and taken to dumpster	
Counters in kitchen, bar and dining area are clean and free of stains, crumbs or spills	
Recycle can must also be taken to recycle bins by the dumpster	
Parking lot and grass are free of trash and debris	
Decorations are removed – including tape used to secure them	
If rental is after hours, doors are locked and alarm is activated	

If the clubhouse is not left in the condition as when the renter arrives, a \$25 clean up fee will be deducted from the deposit check.

Comments regarding the condition of the clubhouse before and after rental:

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I have completed a walk through of the clubhouse before and after the event.

Resident's Printed Name: \_\_\_\_\_ Date of Rental: \_\_\_\_\_

Resident's Sign in Signature: \_\_\_\_\_ Time In: \_\_\_\_\_

Clubhouse Staff Signature: \_\_\_\_\_ Verify Time In: \_\_\_\_\_

Resident's Sign Out Signature: \_\_\_\_\_ Time Out: \_\_\_\_\_

Clubhouse Staff Signature: \_\_\_\_\_ Verify Time Out: \_\_\_\_\_

## RENTAL AGREEMENT

### CLUBHOUSE RENTAL RULES/POLICIES

Release of Liability: The undersigned agrees to hold harmless the Recreational Association, its directors, members and employees from any damages sustained as a result of claims, demands, costs or judgments arising from use of the facilities. This waiver of claims and indemnification provisions relate to any and all persons who are on premises during the party and any accidents or incidents that result in claims against the Recreational Association as a result of the party behavior and actions. In the event any legal action is instituted against the Recreational Association, its directors, officers, or members arising from the use of the clubhouse described herein, the undersigned in addition to damages shall indemnify the Association for any attorney's fees and/or court costs incurred in defending any actions. No alcohol may be provided to minors. The undersigned accepts all liability and the indemnification provision above applies during and after the party as to any alcohol related accidents or incidents including automobile accidents involving drunk drivers who were allowed to drink alcohol at the party.

A member of the Oaks Landing Recreational Association may rent the Clubhouse if they agree to the following:

1. A \$150.00 deposit is required to confirm the date, and the rental fee is due two weeks before the rental. The deposit will be shredded at the Clubhouse office 3 days (72 hours) after rental— provided the Clubhouse has remained free of damages, stains and smoke free.
2. Cancellations for regular weekday and weekend rentals must be made 30 days prior to the rental date or the deposit may be forfeited. Holiday cancellations must be made 60 days prior to the rental date or the deposit may be forfeited. Regular rental times are 11am- 10pm Monday – Thursday and 11am – 1am Friday – Sunday. Holidays are based on staff availability.

**All rentals are a minimum of 4 hours. The time rented includes set up and clean up.**

*\$25 per hour: Monday – Thursday*

*\$35 per hour: Friday – Sunday*

*\$45 per hour: Holidays*

**Holidays:** New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

3. The resident renter must be present for the entire rental. Failure to do so will result in loss of OLRA privileges for the entire family for a year.
4. There is a 65-person capacity for the Clubhouse and the renter may not exceed this number. Rental times are strictly enforced, the Clubhouse and its surrounding grounds must be vacated by the end of contracted rental time.
5. In the event of an emergency on the day of your event, please feel free to contact an OLRA manager. These are personal numbers, please respect them and only use them for your day of rental. Thank you  
Sherry Moyes  
314-610-9436

6. CLEAN-UP

- a. Renter may use any dishes, utensils, pitchers, coffee pots, etc. from the kitchen, but please wash and return them before leaving.
  - b. Empty trash cans and take trash to dumpster. Open the dumpster gate, place trash in the dumpster and close the lid and gate. Please recycle if applicable.
7. Renter agrees to assume all responsibility and liability for the behavior and acts of guests, including acts resulting in damage or injury to personal property.
  8. The renter may not collect a cover charge, admission fee or any other fee from guests. No business or commercial activity is allowed; the clubhouse is not available for commercial activities. Renter shall not obtain the Clubhouse for another person nor assign the rental to any other party or the deposit may be forfeited.
  9. The renter understands that the rental is restricted to the upstairs portion of the Clubhouse and does not include the pool area or the lower level of the building. The only exception is for use of the two emergency exits downstairs. The renter may not have a pool permit during any time of the clubhouse rental.
  10. The renter accepts that any neighborhood resident may use any part of the facility during regular Clubhouse hours, including during rental hours.
  11. The renter understands the regulations regarding set-up. Renter must keep decorations taped only to the wooden window frames and door frames, refraining from adhering them to any painted surface. Confetti is not allowed. Any furniture that has been rearranged must be returned to the original locations upon vacating the Clubhouse. All decorations must be removed before exiting the Clubhouse.
  12. Renter agrees to keep windows and doors closed whenever possible and to keep noise under control. Any complaints will be the responsibility of the renter. Excessive noise violates the "disturbing the peace" ordinance, and police may be called by neighboring residents.
  13. The renter understands there is NO SMOKING in the Clubhouse. Please direct guests to the ashtrays on the front porch and back deck.
  14. The renter is familiar with the rules of the clubhouse and will advise all guests. The renter will take full responsibility for all guests and their actions during the rental.
  15. After the rental and satisfactory inspection of the Clubhouse by staff, the security deposit will be shredded. Damages to the clubhouse will be assessed based upon repair or replacement costs. If costs exceed security deposit an invoice will be submitted to collect remaining charges.

## AFTER HOUR PROCEDURE WHEN LEAVING

The Resident will be the last one to leave the building as there is no staff after hours. Please become familiar with the following procedures. If you have any questions, please feel free to ask our staff before they leave for the evening.

Turn off all lights, **ALL BLADES ON CEILING FANS MUST BE AT A COMPLETE STOP BEFORE TURNING ON ALARM**, close and lock all windows and doors; and properly set the security alarm. If the fireplace is used, it must be turned off before leaving. If the Clubhouse is not properly locked and secured, the renter's deposit will be automatically forfeited – and the \$150.00 deposit in no way limits the amount of resident obligation for repairs required due to damage incurred by an unlocked or unsecured facility. Any theft or damage to the property resulting from failure to adhere to this rule, as determined by the Manager, Police or by Clubhouse insurance company, will be the sole responsibility and liability of the renter.

- A. To set the alarm, push the **“AWAY” Button**, that has the red mark by it. You have 30 seconds to leave the Clubhouse The alarm is located outside the office door.



- B. To lock the front door of the Clubhouse, you need to push the “LOCK” button, which looks like a padlock.

