

Amenity / Facility Rental Agreement Guidelines

- 1) Reservations are taken on a first-come, first-served basis. The reservation will be booked upon receipt of the rental/deposit check. There will be **NO VERBAL HOLDS**. For cancellation of less than one week (7 days) prior to the rental date, residents forfeit 100% of their rental fee. The Security Deposit Check will be processed according to the info on Page 1 of the Facility Rental Agreement.
- 2) The Renter must adhere to the “Amenity / Facility Rental Check List” t provided upon check-in for the rental. Failure to comply with rental terms will result in forfeiture of the Security Deposit. Items include:
 - Trash taken to dumpster
 - Countertops wiped down (-cleaning supplies can be found under kitchen sink)
 - Tables and chairs returned to closet
 - Furniture returned to proper location
 - Floors swept and/or vacuumed in all areas utilized during the rental (i.e. gathering room, kitchen, hallway, bathrooms)
 - Refrigerator and freezer emptied of all items from event
 - No helium balloons, glitter, and/or confetti
 - All tape removed from walls and countertops (**see #8 below for restrictions on tape**).
 - All doors are locked and latched properly, ensuring the building is secure.
- 3) Renter must supply all kitchen products, including but not limited to plates, napkins, cups, utensils, garbage bags. (Sterling on the Lake provides cleaning supplies (broom, mop, cleaning solutions & vacuum). **RENTER MUST EMPTY BAGGED TRASH INTO THE DESIGNATED DUMPSTER/RECEPTICLE, as noted on the “Rental Check List.”**
- 4) Rental of the Clubhouse, Theater, Side Pavilion, or Lodge **DOES NOT** include exclusive use of pool, fitness center, or playground.
- 5) Theater equipment can be operated **ONLY** by individuals designated by Sterling on the Lake Community Association, Inc. Designated individuals **MUST** be trained by the Activities Director on proper equipment operations (**training provided by appointment only**).
- 6) **ONLY** dry snacks and non-spill cups/bottles with lids are permitted in the Theater. Food service is prohibited in the Theatre.
- 7) **NO GLITTER, CONFETTI, HELIUM BALLOONS, WAX CANDLES, or SAND** is allowed in any Sterling on the Lake Community Association Inc. facility.
- 8) **NO CLEAR OR PACKING TAPE** is to be used on any surface. Décor can be hung using painters’ tape **ONLY**.
- 9) Turn off all lights in areas used for the event (i.e., kitchen, gathering room, bathrooms), at the end of the event rental.
- 10) The Clubhouse and Lodge, including all related facilities and property, shall be returned to the Sterling on the Lake Community Association, Inc. in the condition f it was when the Renter completed check-in, including placement of furniture.
- 11) **NO SMOKING** Smoking is NOT permitted inside/around any Sterling on the Lake facility or in common areas.
- 12) Underage drinking of alcohol is not permitted. Alcoholic beverages shall NOT be sold at any rental event / function.
- 13) No unaccompanied children under the age of 18 are allowed in the Clubhouse or Lodge without adult supervision.
- 14) Amenity usage for community events (i.e. festivals, classes, movies, committee events, Developer meetings/events, etc.) takes priority over private rentals. There will be NO private rentals booked concurrent with community events.
- 15) All Sterling on the Lake Committees and/or the Developer must complete a rental agreement form to secure usage.

- 16) The undersigned, on behalf of himself/herself/themselves and his/her respective heirs and assigns, hereby, forever remise, release, acquit, discharge and indemnify Association, its officers, directors, members, employees, contractors, coordinators, volunteers and agents, and any successors or assigns thereto, of and from any and all causes of action, claims, suits counterclaims, debts, damages and demands of whatever kind and nature, known or unknown, anticipated or unanticipated, related to participation in concession sales on the common areas or any other activities by the undersigned on the common areas.
- 17) The undersigned assumes all responsibility for the actions and behavior of all persons attending the rental event, and agrees to be personally responsible for ensuring all such persons comply with the Community Charter for Sterling on the Lake, the Association's Bylaws, and any and all Rules and Regulations issued by the Association. The undersigned agrees to abide by all local, state, and federal laws/ordinances that pertain to residents, guests, and invitees, while using the amenities / facilities and agrees to ensure all persons present at the rental event comply with local, state, and federal laws / ordinances. The Renter understands that any violation shall be grounds for immediate termination of the event. Such termination shall not waive or change the Renter's obligations hereunder and may, at the sole discretion of the Association's Board of Directors, result in forfeiture of the Security Deposit.
- 18) No pets are allowed in the Clubhouse or surrounding deck areas at any time. Certified and/or Registered Service animals can accompany their owners.
- 19) The Association reserves the right to enter the amenity rental and terminate any rental event / function should the conduct of any person using the amenity rental endanger the health, safety, or welfare of any person, constitute a threat to the Clubhouse or other property, or unreasonably interfere with the peace and enjoyment of residents of Sterling on the Lake.
- 20) **If the rental event runs longer than scheduled, a flat fee of \$50.00 will be deducted from your Security Deposit.**
- 21) **DO NOT ARRIVE EARLIER THAN YOUR RENTAL TIME.** The rental period includes both set-up & clean-up times.
- 22) Any additional stereo/video equipment or lighting must be approved by the Activities Director prior to the rental.

I HAVE READ AND FULLY UNDERSTAND ALL OF THE ABOVE RULES AND REGULATIONS CONCERNING MY FACILITY RENTAL AT STERLING ON THE LAKE COMMUNITY ASSOCIATION, INC. FAILURE TO ABIDE BY ANY ONE OF THE ABOVE WILL RESULTS IN FORFEITURE OF MY DEPOSIT.

RESIDENT SIGNATURE

DATE

Will your rental include alcohol? YES or NO

AN ALCOHOL LIABILITY POLICY (ONE DAY EVENT POLICY) OF AT LEAST \$1,500.00 IS REQUIRED FOR ALL RENTALS PLANNING TO HAVE ALCOHOL PRESENT AT THE EVENT:

A separate liability and usage policy is required by the Association for ALL rentals having alcohol present at the event. This policy should be obtained directly by the Renter and MUST BE provided to the Association no less than one week (7 days) prior to the scheduled rental date. Failure to comply may result in the reservation being voided, and the event date being released on the master calendar. The resident is solely responsible for the cost of securing this policy and must list the following as Certified Holder / Additional Insured as Sterling on the Lake Association, Inc. and any and all their respective parents, member, partners, subsidiaries and affiliates, Community Management Associates, Inc. as well as Agents of the Association.

RESIDENT SIGNATURE

DATE