



RENTAL OF THE COMMUNITY CENTER AND ADJACENT PARKS:

1. There is a \$100.00 rental fee for Property Owners in good standing and a \$150.00 rental fee for Non-Property Owners for the Community Center per event. A \$150.00 refundable deposit will be required seven (7) days in advanced of the use of the facility. This deposit will be refunded after the building has been cleaned and keys returned with all trash removed and with everything back in place, which is the responsibility of the renter and their guests. The Director at the time of the inspection will validate these rules have been applied and will authorize the return of the funds within five (5) working days after the inspection of the building.
2. All property owners using the facilities must be in good standing in yearly maintenance dues. The facilities can only be used by the renter and their guests, providing the renter is in attendance at the function.
3. The building is not available on Property Owners Association meeting dates.
4. There will be no back-to-back use, but multiple days can be available.
5. Building rental is from 6:00 am to 11:00 pm.
6. Use of the facility includes the use of the adjacent park, if desired. All rules for cleaning the area apply to the park.
7. No pets are allowed in the building with exception of working animals (i.e., Lead dogs for the blind, ect)
8. Any damage will be paid for by the person renting the facilities.
9. Under no such conditions shall there be more than 100 people inside the building at any one time.
10. All questions and inquiries regarding the rental use of the facility will be addressed by a member of the Board of Directors.
11. Report any problems to a FSPOA Board Member.
12. The Key must be returned to the Community Center Director of Rentals before the deposit is returned. If not returned the cost of replacement of locks, keys and labor will be the responsibility of the Renter.



RESPONSIBILITY OF RENTER/GUEST:

1. The building is a **NON-SMOKING** facility. Smoking is allowed **OUTSIDE ONLY**. Please do not put cigarette/cigar butts on the ground and leave them.
2. Any firearms or other forms of weapons **SHALL NOT** be tolerated and will result in the removal from the property of any violators by local law enforcement authorities.
3. **NO GLASS CONTAINERS ON ANY PARK GROUNDS.**
4. The Board of directors acting on the behalf of the association, shall look to the renter as the responsible party for any violations, not their guests.
5. Alcohol maybe served only when complying with City, County, and State Laws. Any minor under the age of 21 is strictly prohibited and will cause the removal of the renter and all guests from the facility.
6. FSPOA property (chairs, tables, microwave, ect.) shall not be removed from the building.

RENTER IS RESPONSIBLE FOR THE FOLLOWING:

1. Toilet paper.
2. Paper towels.
3. Cleaning supplies.
4. Trash bags, if you feel you need more than the one provided.
5. Returning the facility key. If the key is not returned, the Renter will be responsible for the cost of replacing the locks, keys and labor of replacement.



CLEANLINESS REQUIREMENTS OF THE RENTER:

1. All floors will be vacuumed, swept, and mopped.
2. Clean bathrooms, toilets, and mop floors.
3. Trash will be carried off.
4. Chairs and tables will be cleaned and put away.
5. A/C and heater turned off.
6. Turn off all lights.
7. Lock building doors.
8. Building will be checked before the deposit will be returned (within 5 days).



FOREST SPRINGS COMMUNITY CENTER RENTAL AGREEMENT:

RENTAL FEE FOR THE FSPOA COMMUNITY CENTER:

FOR MEMBERS IN GOOD STANDING (DUES PAID IN FULL) IS \$100.00 PER DAY. FOR NON-MEMBERS IS \$150.00 PER DAY. ALL RENTALS REQUIRE A \$150.00 DEPOSIT.

I HAVE READ AND UNDERSTAND THE RULES AND GUIDELINES. I AGREE TO ABIDE BY THE RULES SET FORTH IN THIS AGREEMENT.

Date: _____ Time: From: _____ To: _____

Renter: _____ Phone: _____

Address: _____

Signature: _____

Reservation Date: _____ Function: _____

Deposit receipt: Cash _____ Check _____ Check Number _____

Pre-rental Inspection: Date: _____

By: Director _____ Renter _____

Rental receipt: Cash _____ Check _____ Check Number _____

Post rental Inspection: Date: _____

By: Director _____ Renter _____

Results: _____
