



## Community Center Rental Agreement

Today's Date: \_\_\_\_\_

Responsible Resident: \_\_\_\_\_

Providence Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of rental: \_\_\_\_\_ Day of Rental: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Time & Rental Fees: (Circle all that apply)

Maximum Occupancy: 150

10:00am – 2:00pm: \$100.00

2:00pm – 6:00pm: \$100.00

6:00pm – 10:00pm: \$100.00

Refundable Deposit: \$250.00

*Providence Homeowners Association, Inc., reserves the right to determine what may be an appropriate function to be held at it's facilities, including the right of refusal. Providence Homeowners Association may in it's sole discretion, change, modify, or alter it's facility guidelines and policies in the future. Rental fees may increase as demand increases.*

### **Please read every guideline and initial beside each one:**

- \_\_\_\_\_ Members of Providence HOA who are delinquent on their assessments will not be allowed to rent facilities until the account is current. This includes late fees owed.
- \_\_\_\_\_ Must be a Providence Homeowner or leaseholder to rent facilities.
- \_\_\_\_\_ You will not be allowed to arrive earlier or stay later than your allotted rental time. Plan for set up and and clean up time.
- \_\_\_\_\_ NO Smoking allowed inside the Community Center.
- \_\_\_\_\_ Reservations are on a first come, first served basis pending receipt of security deposit, rental fee, and this completed form. Reservations will not be taken more than 60 days in advance. No reservations will be accepted on days of Providence HOA events without manager approval.
- \_\_\_\_\_ Providence Homeowners Association, Inc. and/or homeowner club sponsored events are exempt from rental fees and take precedence over private rentals.
- \_\_\_\_\_ No reoccurring rentals will be permitted unless sponsored by a Providence HOA committee or resident club.
- \_\_\_\_\_ Rentals of the Community Center with the intent of financial gain are limited to once a year per household.
- \_\_\_\_\_ Providence Homeowners Association, Inc. is not responsible for any injuries sustained during private events inside or outside water park, recreational club, or birthday pavilions or any other common property.
- \_\_\_\_\_ Management staff may or may not be present during your event and will have access to all areas of the recreational club facilities.
- \_\_\_\_\_ NO PETS will be permitted in the Community Center other than those aiding the disabled.
- \_\_\_\_\_ Floors must be cleaned following event.
- \_\_\_\_\_ Restrooms and kitchen must be clean following event.
- \_\_\_\_\_ Trash in and around facilities must be picked up and trash receptacles must be emptied following event.
- \_\_\_\_\_ TVs, DVD players, lamps and stereo equipment (if any) must be turned off following event.

- \_\_\_\_\_ Any decorations used must be taken down and all adhesive material removed. NO pushpins or other drywall protrusions will be permitted.
- \_\_\_\_\_ NO (wet or dry) bathing suits or bare feet will be permitted in the Community Center at any time.
- \_\_\_\_\_ If alcohol is served then all liabilities are the responsibility of the renter.
- \_\_\_\_\_ The HOA assumes no responsibility for any service to minors or incidents resulting of alcohol service at a private event.
- \_\_\_\_\_ I understand that if I do not return the key or clean up after my event and/or there are damages I will forfeit my deposit of \$250.00.

**HOA reserves the right to refuse future rentals if facilities are left in poor condition or if there is any evidence of rules being violated.**

I, (name) \_\_\_\_\_ of (address) \_\_\_\_\_ take full responsibility for the care and cleaning of the Community Center and its contents for the date and time noted on contract. I understand I am financially responsible for the replacement of any Providence Homeowners Association property damage or lost during the time of my event. I understand and agree the Providence Homeowners Association is not liable for any injuries that occur either inside the Community Center or in the water park during my event.

**Rental fees**

\$100.00 per daytime rental and nighttime rental (4hour rental) \$250.00 refundable deposit.  
 Rental includes use of foyer, gathering room, TVs, DVD/CD player, kitchen and its appliances, and Community Center restrooms. This does not include any use of the pool or access to the pool area, Indoor amenities may not be rented concurrently with outdoor amenities.

Signature of Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

**Checks must be from a Providence resident and have a Providence address printed on the checks.**  
 (Non-Residents will not be allowed to rent facilities)

**Rental fee paid: \$** \_\_\_\_\_ **Check number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Deposit fee paid:\$** \_\_\_\_\_ **Check number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**After Event:**  
**Return deposit** \_\_\_\_\_ **Shred deposit** \_\_\_\_\_

**HOA Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



