



**PROVIDENCE HOMEOWNERS ASSOCIATION  
Gathering Room and Kitchen Rental Agreement**

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

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

Date of rental: \_\_\_\_\_

Time and pricing of rental:

10:00am-2:00pm; \$125                      2:00pm-6:00pm; \$125                      6:00pm-10:00pm; \$125

Purpose of event: \_\_\_\_\_

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

**Please read every guideline and initial beside EACH ONE**

	<b>YOU WILL NOT BE ALLOWED TO ARRIVE EARLIER OR STAY LATER THAN YOUR ALLOTTED RENTAL TIME. Plan for set-up and clean-up time.</b>
	Smoking is not allowed inside the clubhouse.
	Reservations are first come, first served and will be held for 72 hours pending receipt of security deposit, rental fee, and this completed form. Reservations will not be taken more than 90 days in advance or fewer than ten days in advance. No reservations will be accepted on Holidays and Weekends following said Holiday. No reservations will be accepted on days of Providence HOA Events.
	Your rental fee will be processed the Monday before your event. Cancellations must be made on or before the Monday preceding your event. If you do not call 940-440-2200 to cancel before midnight on the Monday preceding your event, you will have the option to forfeit your fee or you may call to reschedule another Gathering Room rental to occur within 90 days of the original rental date.
	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 Gathering Room with the intent of financial gain are limited to once a year per household.
	Members of Providence HOA who are delinquent on their assessments will not be permitted to rent facilities until the account is current. This includes late fees owed.
	Providence Homeowners Association, Inc. is not responsible for any injuries sustained during private events inside or outside of water park, recreational club or birthday pavilions or any other common property.
	Management company 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 recreational club other than those aiding the disabled.
	Floors must be clean following event.
	Restrooms and kitchen must be clean following event.
	Trash in and around recreational club must be picked up and trash receptacles must be emptied following event. Cleaning equipment and supplies must be provided by Responsible Resident.
	TVs, DVD players, lamps, and stereo equipment if any must be turned off following an after-hours event.
	Any decorations used must be taken down and all adhesive material used removed.
	No push pins or other drywall protrusions will be permitted.
	No bathing suits or bare feet will be permitted in the main wing of the clubhouse at any time.
	Maximum occupancy is 65.
	There are several 24-hour security cameras located within Providence Clubhouse which record and retain footage for future reference.

**MANAGEMENT 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 recreational club and its contents for the date and time noted above. I understand I am financially responsible for the replacement of any Providence Homeowners Association property that is damaged 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 recreational club or in the water park during my event.

<u>The following will result in a \$35 charge:</u>	<u>Any damage to the following may result in loss of \$250 deposit plus additional costs to replace any property:</u>
Balloon in ceiling fan or on ceiling	Window treatments
Unclean oven or microwave	Furniture
Food left in refrigerator or freezer	TVs or DVD players
Bathrooms left unsanitary	Stereo system or speakers
Floor left unclean or sticky	Any kitchen appliances
Handprints on glass windows and doors	Drink machines and/or ice machine
A/C left below 76°	Flooring and/or rugs
Adhesives left on walls, windows or ceilings	Doors and/or walls and/or windows
Trash on floor or furniture	Any other damage to Association property

**Rental Fees**

\$125 per daytime rental and nighttime rental (4 hour rental); \$250 refundable deposit

Rental includes use of the front veranda, foyer, gathering room, TV's, DVD/CD player, kitchen and its appliances, dining area, and clubhouse restrooms. This does not include exclusive use of the free fountain machine or walkway to the HOA office. **This does not include any use of the pool or access to the pool area, back porch, cool-down area, or fitness center. 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 check.

Rental fee Paid \$ \_\_\_\_\_ Check Number \_\_\_\_\_ Date \_\_\_\_\_

Deposit fee Paid \$ \_\_\_\_\_ Check Number \_\_\_\_\_ Date \_\_\_\_\_

**After Event:**

**Deposit Returned to:**

(print name) \_\_\_\_\_ (sign name): \_\_\_\_\_

**Returned by:**

(print name) \_\_\_\_\_ (sign name): \_\_\_\_\_

**Optional Furniture Arrangement Fee**

A Set-Up fee of \$25 will be added to your fee should you require HOA staff to set-up, rearrange any additional tables, chairs, furniture, etc..

Custom Furniture Arrangement Request

If you would like the clubhouse furniture rearranged or if you would like additional chairs and tables to be provided, please schedule a short meeting (which must be held at least seven days before your event) with the Activities Director to finalize your plans. The furniture arrangement fee will be a one time rate based on set-up for your event as well as tear down after your event. **No last-minute requests will be accommodated** & homeowners or guest are allowed to move existing furniture in gathering room.

Additional Furniture Available	Quantity requested
Folding Chairs (12)	
Six foot tables (one)	
Eight foot tables (two)	

Custom Furniture Arrangement Fee Paid \$ \_\_\_\_\_ Check Number \_\_\_\_\_ Check Date \_\_\_\_\_