

# WILDWOOD HOMES CLUBHOUSE RENTAL AGREEMENT

Rental Date \_\_\_\_\_  
HOMEOWNER NAME \_\_\_\_\_  
HOMEOWNER ADDRESS: \_\_\_\_\_  
HOMEOWNER PHONE NUMBER: \_\_\_\_\_  
LESSEE NAME (If different than homeowner): \_\_\_\_\_  
UNIT ADDRESS: \_\_\_\_\_  
LESSEE PHONE NUMBER(S): \_\_\_\_\_  
PAYMENT RECEIVED (YES/NO)

HOMEOWNER SIGNATURE (REQUIRED FOR TENANT RENTALS)

I hereby allow the above named lessee permission to use the Wildwood Clubhouse. I further understand and agree that as an owner in Wildwood Homes I am responsible for paying the deposit for use of the clubhouse and will be held responsible for any issues occurring as a result of this rental

Owner signature

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_ Time \_\_\_\_\_ PM/AM

MANAGEMENT COMPANY CONTACT:

Community Association Services of Indiana  
Traci Cross Assistant Community Manager  
Julie Schaefer, Community Manager  
11711 N. College Avenue, Suite 100, Carmel, IN 46032  
(317) 875-5600

## **Please note that the homeowner MUST be current on their dues to rent the Clubhouse**

1. \$50.00 rental fee and a \$100.00 refundable-deposit to rent the clubhouse. Two separate checks or money orders (one for the rental fee and one for the deposit) should be made out to WILDWOOD HOMES, INC. and received in the Management Office no later than two (2) weeks before your rental date. **DEPOSIT CHECK MUST BE FROM THE HOMEOWNER, DEPOSITS FROM TENANTS WILL NOT BE ACCEPTED.**

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Tenant Initial (if applicable)

2. The clubhouse may be rented from **11 am to 12 am (Midnight)** on the day of your rental. Keys must be picked up from the Management Office 48 hours before your rental date. The Management office is not located within the community, please arrange to pick the keys up prior to your event at the Associa office located at 11711 N. College Ave, Suite 100, Carmel IN 46032. OFFICE HOURS ARE MONDAY-FRIDAY 8:00 AM - 5:00 PM, IF YOUR RENTAL IS SCHEDULED ON A HOLIDAY, PLEASE CHECK WITH ASSOCIA FOR ANY POSSIBLE CHANGE IN OFFICE HOURS PRIOR TO YOUR EVENT.

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3. The damage deposit will be returned within 21 days of the date of the rental, IF there are no damages to the premises, furniture and fixtures. If the damages exceed the deposit, you will be billed the difference payable with 15 days after the receipt. Damage deductions will be itemized. **ALL FURNITURE MUST BE PLACED BACK INTO ITS ORIGINAL LOCATION TO RECEIVE A FULL REFUND.**

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Tenant Initial (if applicable)

4. You must cancel within **48 hours** or the Association will not refund the \$50.00 rental fee. Please note that fees can **ONLY** be issued to the homeowner, we are unable to issue refunds or any payments to tenants. Your deposit will still be returned to you within 21 days.

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Tenant Initial (if applicable)

5. You are responsible of any damages done by you, your tenant(s), your guests or your tenant's guests.

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Tenant Initial (if applicable)

6. Personal property placed or kept in the clubhouse will be at your own risk. The Association is not responsible for lost, stolen or damaged personal property.

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Tenant Initial (if applicable)

7. No pets or animals will be brought to the premises under any conditions.

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Tenant Initial (if applicable)

8. Your party will be conducted in a considerate manner and that reflects well on this community. Wildwood's representative(s) have the right to terminate this agreement at any time.

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Tenant Initial (if applicable)

9. **You are responsible for clean up of the clubhouse and the surrounding grounds no later than 12:00 AM (Midnight) after your event.**

- a. **Clean and vacuum all carpets as needed.**
- b. **Turn off all ceiling fans.**

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- c. Make sure refrigerator is set to #3 and the freezer set to #2
- d. Turn all stove and oven switches are turned OFF.
- e. Set the thermostat to 80 degrees and system switched to A/C from April - September. Set the thermostat to 60 degrees and system set to heat from October - March. FAN SWITCH SHOULD ALWAYS BE SET TO AUTO.
- f. Turn off all lights in the restrooms.
- g. Lock all doors leading to the exterior.
- h. All chairs and tables that do not have a setting on the diagram should be stacked neatly in the storage area, do not block any doors when placing furniture in this area.
- i. Ensure all furniture is placed back into its designated format per the diagram on the wall next to the exit door.
- j. Take all trash out of the clubhouse and place in the dumpster.
- k. Wipe down all kitchen counters and sink.
- l. Turn off all lights upon exiting the clubhouse. One security light in the main area will remain on (there is no switch).
- m. Ensure the front door is locked properly and secured after exiting the building.

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Tenant Initial (if applicable)

10. All furniture must stay inside at all times. All furniture MUST be returned to the original configuration per the layout indicated on the wall near the exit (and attached to this agreement). All folding tables and chairs MUST be stored in the appropriate locations

\_\_\_\_\_  
Owner Initial

\_\_\_\_\_  
Tenant Initial (if applicable)

11. Doors are NOT to be propped open at any time.

\_\_\_\_\_  
Owner Initial

\_\_\_\_\_  
Tenant Initial (if applicable)

12. Vehicles are not permitted to be parked on the grass, sidewalks, etc. AT ANY TIME, OR FOR ANY REASON.

\_\_\_\_\_  
Owner Initial

\_\_\_\_\_  
Tenant Initial (if applicable)

13. All decorations must to be removed after the event. If tape or any other kind of decoration has to be removed by the Association, there will be a deduction from your deposit.

\_\_\_\_\_

\_\_\_\_\_

# WILDWOOD HOMES CLUBHOUSE RENTAL AGREEMENT

Owner Initial

Tenant Initial (if applicable)

14. By signing this agreement, you agree to all terms and conditions. We reserve the future right to refuse/ terminate rental or re-rental of the clubhouse to any person or organization whose party or function has resulted in damage or produced justified complaints.

\_\_\_\_\_  
Owner Initial

\_\_\_\_\_  
Tenant Initial (if applicable)

15. Lessee's family and guests shall at all times maintain order in the clubhouse and at all places in the community, and shall not make or permit any loud or improper noises, or otherwise disturb other Wildwood residents. Also, the lessee must remain at the clubhouse during the whole event or said lessee will not be allowed future rentals of the Wildwood Clubhouse.

\_\_\_\_\_  
Owner Initial

\_\_\_\_\_  
Tenant Initial (if applicable)

16. No more than 45 people including children may be in the clubhouse at one time.

\_\_\_\_\_  
Owner Initial

\_\_\_\_\_  
Tenant Initial (if applicable)

**FAILURE TO COMPLY WITH ONE OR MORE OF THE ABOVE RENTALS REQUIREMENTS OR CONDITIONS WILL RESULT IN FORFEITURE OF THE CLUBHOUSE DEPOSIT AND FUTURE RENTAL OF THE CLUBHOUSE WILL BE DISCONTINUED.**

\_\_\_\_\_ **Owner Initial**

\_\_\_\_\_ **Tenant Initial**

\_\_\_\_\_  
HOMEOWNER SIGNATURE  
REPRESENTATIVE SIGNATURE

NAME PRINT: \_\_\_\_\_

DATE: \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
WILDWOOD HOMES

NAME PRINT: \_\_\_\_\_

DATE: \_\_\_\_\_ 20\_\_\_\_

**KEYS MUST BE RETURNED TO THE MANAGEMENT COMPANY OFFICE OR LOCKBOX WITHIN 48 HOURS AFTER THE EVENT, to:**

**Community Association Services of Indiana:  
11711 N. College Ave, Suite 100, Carmel IN 46032**