



## Woodlake Clubhouse Rental Agreement and Checklist

Homeowner Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

Email address \_\_\_\_\_

Date and Time Requested \_\_\_\_\_

### Rental Policy and Fees:

Any adult Woodlake homeowner in good standing may rent the WHOA Clubhouse for meetings, parties, or other approved events.

The following conditions apply because of public fire and safety regulations, restrictions of the WHOA insurance policy, and courtesy to others who share the facilities.

1. The clubhouse may be rented between 10:00 am and 10:00 pm. An extension to midnight may be requested for Friday and Saturday events.
2. The rental fee is \$25.00 per hour with a minimum charge of \$50.00. Full day rental is \$200.00.
3. A refundable security deposit of \$100.00 must be provided to cover any excessive cleaning, repair/replacement of damage, replacement of lost keys, or failure to abide by the rules. Any cost exceeding the security deposit will also be paid by the renter. (See fines below)
4. WHOA committees and neighborhood groups may use the clubhouse without charge but must reserve the clubhouse in advance to avoid conflicts with other rentals. These groups must comply with the safety and cleanup regulations.
5. The homeowner who rents the facility must be present for the entire event.
6. The maximum number of people in attendance at one time during the event must not exceed 40.
7. Smoking is prohibited.
8. Alcohol must not be served to minors. The HOA reserves the right to end the person's event if there is intoxication or if alcohol is served to minors or is used in any other inappropriate or illegal way.
9. Only food prepared in advance may be served. A refrigerator and microwave oven are available for use in the kitchen. All trash must be removed from the kitchen and clubhouse and either put into one of the Woodlake trash containers by the pool or removed from the premises. Please replace the trash bag with a fresh bag (bags provided by association and are located in the kitchen area.)
10. Items located in the pantry of the kitchen are for use for official Woodlake Association gatherings and are not for use by renters.
11. To comply with fire safety rules, both the front and back doors of the gathering area must remain unlocked during the event.
12. Separate checks for the rental fee and security deposit made to the order of Woodlake Homeowners Association must be submitted with this completed and signed Rental Agreement before the Clubhouse key will be issued.
13. Arrangements must be confirmed by emailing:  
[clubhouse@woodlakecommunity.com](mailto:clubhouse@woodlakecommunity.com)

14. The clubhouse key will be available up to 24 hours prior to the event. (in the case of back to back rentals, this may not be the case.)
15. The rental is for the clubhouse facility and does not include the pool.
16. The clubhouse parking lot is open to all residents of the Woodlake community, primarily for access to the pool, fitness room, and trails. It is available to guests of those renting the clubhouse, but on a first come, first served basis. If parking on the street is necessary, please remind guests that parking must not block passage of emergency vehicles.

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Homeowner Renter Signature

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WHOA Representative Signature

Fines for non-observance of rules:

The following fines may be deducted from the rental agreement deposit if clubhouse attendant finds that the rules were not followed.

Trash/food left in kitchen or other rooms - \$10.00

Furniture not put back to original setting, tables and chairs not put away, failure to vacuum - \$10.00 - \$50.00 (fine depends on severity of offenses.)

Breakage or removal of furniture/furnishings – cost of replacement

Use of pool without prior agreement or breaking of other agreement policies – loss of deposit

At the end of your event, please leave the clubhouse and equipment as nice or nicer than when you arrived. These are shared WHOA facilities maintained primarily by volunteers for our common use. Please protect the clubhouse like you would your own home as it is also yours. Please use the checklist and **leave the completed checklist** in the kitchen on the counter.

**End of Event Checklist:**

- Chairs/tables put away
- Furniture returned to original position
- Trash emptied into rollout carts located on pool deck next to locker rooms
- Bathrooms clean and toilets not running
- Clubhouse vacuumed
- Thermostat (Apr-Sept: set on OFF position; Nov-Mar: set at 55 degrees)
- Lights turned off
- Back door locked
- Front door (knob and deadbolt) locked
- No food left in refrigerator, microwave, or counter
- Key(s) returned

\_\_\_\_\_  
Clubhouse inspected by                      Date                      Return full deposit  Yes  No

Problems/damage found \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost of cleanup/repairs \_\_\_\_\_ Date of reimbursement \_\_\_\_\_