

Chapter 12 – Section 12.11.2

RWA Community Center Rental Agreement

This facility is for the **exclusive use of Rotonda West Association residents** and their guests from 8:05am until 3:55pm, Monday through Friday. Other times may be scheduled at the office.

- 1) RWA groups officially recognized in writing by the *Activities Committee Chairman* may use the facility for free.
- 2) Any RWA property owner may use the facility for a private function. {see the fee schedule below}
- 3) Photo ID must be provided as proof of residence. {Foreign property owners may use a local utility bill and an ID}
- 4) No food may be **sold** without prior written consent of Rotonda Golf Partners/David Kelly and proper licensing.
- 5) All events that intend to have catering, must request a quote for the catering from The Hills Restaurant.
- 6) If alcohol is to be served, a certificate of insurance will be required to be purchased through The RWA (\$100.00).
- 7) Alcohol served from sealed containers may be charged a “*Corking Fee*” during catered events.
- 8) Rental does not include access to the kitchen or use of any other equipment unless specifically stated below.
- 9) This agreement DOES NOT grant exclusive use of the facility. Other activities may occur simultaneously.
- 10) **Rental fee is NOT refundable or transferable.**
- 11) There is no smoking inside the facility.
- 12) No animals are allowed in the buildings without prior written consent.
- 13) All entrances, exits, doorways, corridors & passageways will be kept clear at all times.
- 14) No dangerous or illegal activity, performance or entertainment will be allowed to occur.
- 15) Sponsor of the event shall be present during the entire event and is responsible for the facility.
- 16) Facility may not be used for any purpose other than that specifically listed below.
- 17) No changes, alterations, painting or staining of any part of the facility, furnishings or equipment is permitted.
- 18) Do not scotch tape, tack, staple, nail or attach anything to any surfaces that would damage walls or floors.
- 19) Do not exceed the maximum seating capacity of the facility.
- 20) Observe all parking and traffic regulations.

Fees: Rotonda Room:	\$ 250. 00 {includes access to the kitchen} – 4 Hours
West Room:	\$ 100.00 – 4 Hours
Janitorial/Security Deposit	\$100.00 (After 1 st occurrence if Community Center is damaged)

Event Date: _____ Number of people attending? _____ Type of Activity? _____

Room Requested _____ Time Begin _____ Time End _____

Kitchen Y / N ? Alcohol Y / N ? Number of Tables and Chairs requested _____
 (Tables) (Chairs)

Total amount due with this contract: \$ _____ Check, Money Order or Credit/Debit Card

RWA POLICY & PROCEDURES

Resident Responsible: for the facility and the behavior of the participants at the event.

(Name) (Signature) (Date)

(Address)

(Cell Phone) (Email Address) (Name of organization)

RWA Manager (Signature) (Date)

President or Director (Signature) (Date)

RWA Officers: Following Board Approval

(Date)

(Name) (Signature) (Date) (Title)

(Name) (Signature) (Date) (Title)

Sales & Taxes

Retail sales, including entrance fees, tickets, food, refreshments and any other items/services conducted at the Community Center must be clearly stated below and the group must possess proper licenses and pay any and all taxes.

List intended sales items, {if none, write none and initial below}

Resident Initials _____

Return of security deposit; after the facility has been inspected by an RWA staff member and it has been determined that no damage has occurred, the Manager will authorize any deposits to be returned. Deposits will be re-paid by check within 30 days after the event. Damage responsibility is not limited by deposit. Sponsor is responsible for all damage and repairs. Deposits and insurance requirements may be increased at the discretion of the manager based on type/size of the event.

Resident Initials _____

The RWA retains the right to control and enforce all rules and the right to interrupt or cancel an event that is in violation of any portion of this agreement. There will be no refund for a cancelled event.

Resident Initials _____

This document is not valid unless signed by the RWA Manager or two RWA Officers.
The RWA reserves the right of severability should any portion of this agreement be invalidated by a court of law.