



WHMD Clubhouse Rental Agreement

Clubhouse at: 6795 Crystal Downs Drive * Windsor * CO * 80550

The Clubhouse is available to rent for District residents hosting private parties, meetings or in conjunction with a pool party. Rentals dates may be reserved by e-mailing or calling the District with the date you are looking to rent the Clubhouse. You can also view the calendar on our website and see if the date you want to rent Clubhouse is available. Once a date is determined, fill out this agreement, a deposit (when required), and the figure out cost of rental must be on page 3, then send agreement with check to the District within five (5) working days of reservation. **DO NOT GIVE AGREEMENT TO LIFEGUARDS** if during the summer.

An e-mail will be sent to you confirming the rental date once the check is received.

No rentals will be scheduled for Memorial Day weekend, the Fourth of July, and/or Labor Day weekend.

All reservations are on a first-come basis and **cannot be reserved more than 5 months out.** Cost of rental and deposit (when required) must accompany this signed Clubhouse Rental Agreement. Rental must be **arranged a minimum one week in advance** with the District. Only one party/meeting per day is allowed to reserve the Clubhouse. **Agreement is for the Clubhouse rental only, not the pool area.** If you wish to rent the Clubhouse in conjunction with a pool party you must fill out the Pool Party Agreement and pay all fees associated with the pool agreement. **Pool parties can be reserved the Tuesday after Memorial Day; you can talk to pool manager about a pool party.**

Cost for Clubhouse Rental to District Members:

Check made payable to WHMD (Windsor Highlands Metro Districts)

Refundable Deposit: \$100.00 (when required).

Rental Cost: \$100.00 (minimum charge) for up to (5) five hours: - Check made payable to WHMD

Additional Time: \$25.00 per hour added. Please make check payable to WHMD, then mail agreement and check to WHMD or put it in drop box at the clubhouse driveway. **Include cleanup time in rental time.**

Days and Hours Clubhouse is available:

Any date except as noted: **No rentals will be scheduled for Memorial Day weekend, the Fourth of July, and/or Labor Day weekend.** Rental Hours: 7:00 am to 12:00 am (Midnight):

Premises must be vacated by the end of time agreed on in this agreement.

Club House rental is for up to 5 hours, **this includes your set up and cleaning time.** Additional time, past the 5 hours is \$25.00 per hour for District property owners/residents/pool members (**this must be agreed on before rental**) (**No private parties/meetings will be scheduled for Memorial Day weekend, the Fourth of July, and Labor Day weekend**)

Tables and chairs/tables inside the clubhouse are noted below: Renter will need to check the settings of the thermostat for your event and adjust as needed with heat and or cooling. Due to the clubhouse area does not getting used all the time and the thermostat defaults back to 55 degrees for heat and 80 degrees for cooling, after 4 hours of being set.

Items in the Clubhouse: Refrigerator, stove top, oven, and small microwave, see additional items listed below.

(Please wipe down tables before use and after use, they are stacked outside sometimes)

- A. There are 7 small 4-person tables. (32" square)
- B. There are 32 chairs that go with the 32" tables.
- C. There are 8 high top chairs for the bar area.
- D. There are 10 folding chairs
- E. There are 8 small folding tables. (2' by 4')

Folding tables and folding chairs listed above are stored in the ladies' room.

I, _____ (print name), who for the rest of this form (Clubhouse Rental Agreement) will be known as "Renter" do agree to the following terms and conditions set forth by the Windsor Highlands Metro Districts ("WHMD"), the Town, State and Federal laws and regulations for the purpose of renting the Clubhouse at 6795 Crystal Downs Drive, Windsor, Colorado 80550 for the rest of this document will be known as "The Clubhouse", for private parties.

Clubhouse Rental agreement for Private Party/Meeting's Policies:

- Renter must be a District resident and present at event.
- **Clubhouse is not reserved more than 5 months out.**
- Rental fee and deposit (**when required**) within 5 days of the reservation. (Mailed to District within 5 working days)
- Clubhouse not rented to anyone under the age of (21) twenty-one.
- Reservation for the Private Party/meeting will be confirmed by e-mail after agreement, payment and deposit when required is received.
- **If reserving date and or times change a new agreement must be made out. Changes on the phone will not be made**
- Reservations for a Private Parties/meeting are accepted on a first-come basis.
- The renter making the reservation must also be in attendance for the duration of the party/meeting.
- **Agreement for the Clubhouse rental only, separate agreement and cost for pool area if renting both.**
- If residents/guests from the party use the pool during normal pool hours of operations, residents/guests must check in with guards showing proof of pool membership and **pay guest fees if they apply.**
- **Guest limit is 4.**
- Premises must be vacated per the agreed time. This includes clean up time.
- The renter will be e-mailed the code to the lockbox located right of the door, (12) Twelve hours prior to the event. Code is for realtor lock box, right of the door, lower box.
- Renter will inspect clubhouse prior to usage and report any issue before party/meeting setup begins.
- Renter will need to check the settings of the thermostat for your event and adjust as needed with heat and or cooling. Due to the clubhouse area does not get used all the time and the thermostat defaults back to 55 degrees for heat and 80 degrees for cooling, after 4 hours of being set.
- **Weather:** Keep in mind early morning events or late-night events, Snow/Ice removal might not be completed. Use extreme caution when entering and leaving events.
- **Renter agrees to limit the number of guests in the Clubhouse to 49.**
- The chairs and tables are in the kitchen area that are available for you to use. If the tables and chairs are placed on the floor and/or stacked on top of each other or even placed outside; stating this **WIPE DOWN tables before usage.** If additional chairs/tables are needed you will need to supply and set up yourself, and setting up of any equipment for your event:
- There is no TV in the clubhouse.
- Renter agrees to no smoking of any kind (Cigarettes, Cigars, Hemp, electronic, or vapor) in the Clubhouse.
- Use small tacks or push pins to hang decorations. (No tape of any kind on the walls)
- Janitorial services are not included with this agreement. **YOU MUST CLEAN UP AFTER EVENT.**
- Any WHMD tables and chairs used in the Clubhouse must be cleaned and restacked in the lady's room.
- The renter, while in possession of the key/code to the clubhouse, accepts all liability from damage, accidents, or injury, which occurs on the clubhouse property, absolving Windsor Highlands Metro District of any and all liability.
- All Windsor Highlands Metro Districts rules are to be observed at all times. The Renter is responsible for informing party/meeting attendees of the rules in this agreement and any rules posted at the Club House.
- Excessive noises are not permitted. Renter is responsible for Excessive noises; if Police are called.

- It is the responsibility of the renter to clean up at the end of the party/meeting. All clean up completed by time agreed on time. The Renter will be responsible for personal belongings left at the clubhouse.
- Food and drink may be served and consumed on/in the Clubhouse premises. However, no food or drink is to be consumed within 10 feet of the pool. **No alcohol allowed outside of the clubhouse.**
- If renter serves alcohol at the party/meeting, the renter will adhere to all Town, County, State and Federal regulations of the serving of alcohol. (No alcohol to anyone under the age of 21, all adults must have valid I.D.)
- **No alcohol is allowed outside of the clubhouse or in the pool area.** Pool area has different regulations.
- Any and all damages will be reported to the District and will be the responsibility of the renter for repairs.
- The renter agrees to reimburse the WHMD for all repairs within (30) thirty days.
- The Clubhouse will be cleaned and all trash removed from the District property after the party/meeting. This includes removing all decorations. Cleaning the clubhouse lounge area, the halls to the restrooms, the restrooms, the kitchen, all appliances, floors, and the surrounding area including the parking lot if needed. Take all trash to the dumpster in the enclosure on Northwest side of parking lot.
- Renter agrees to check and turn off all running water and lights before leaving the clubhouse.
- The renter will return the key to the lockbox location and move numbers so as not to let code be known.
- **Weather:** Keep in mind on early morning events or late-night events, Snow/Ice removal might not be completed. Use extreme caution when entering and leaving events.

Cancellation Policies: (Providing all terms and conditions are met on this agreement)

- Parties/meetings cancelled prior to (48) forty-eight hours before agreed time will be refunded in full. If not, within 48 hours rental fee will be retained.
- Parties/meetings cancelled within forty-eight hours of agreed time will lose rental cost.
- Parties/meetings cancelled due to extreme bad weather, plumbing, fire and or acts of nature will be re-scheduled or full refund back to the renter.
- There will be no refund if party/meeting is stopped by the police and or the District due to illegal activities or breaking any part of the rental agreement.

Describe the purpose for renting the facility and describe any activities that will be conducted:

Date of rental: ____/____/202__ Start Time: ____: ____ Finish Time: ____: ____ (Includes clean up time)

First 5 hours: \$100.00 * **\$100.00**

Each hour after is \$25.00 per hour: X ____ = \$ _____

Total rental Cost: \$ _____

I (“Renter”) agree with the terms and conditions of this agreement: (Clubhouse Rental Agreement)

Renter:

Windsor Highlands Metro Districts

Sign: _____ Date: ____/____/202__ 6795 Crystal Downs Drive

Print name: _____

Windsor, CO 80550

Address: _____

Office Phone: 970 - 223- 5473

After Hours Emergency Number: 970-412-1440

E-mail: manager@windsorhighlandsmetrodistrict.com

Phone Number :(_____) _____

E-mail: _____

Clubhouse Recommended Cleaning List

We rely on all renters to clean the Clubhouse after each use; this will help keep the Clubhouse looking good and keep the cost down. We don't use a custodial service to do this work for you, the renter. Please help us keep the Clubhouse looking good. We have made a check list to help guide you on your final cleanup of the Clubhouse. This is a guideline; please make sure all of your messes are cleaned up.

- Remove all decorations.
- Remove all personal belongings.
- Wipe down and clean all counter tops, walls, tables, and chairs.
- Put folding chairs/tables back in ladies room storage area.
- Wipe down and clean the sink along with all appliances in the kitchen. (Inside appliances if needed)
- Sweep all floors & vacuum any carpets/runners that are in place.
- Arrange and straighten furniture to original placement.
- Clean bathrooms, including emptying trash and checking to make sure nothing has been changed.
- Remove all trash from premises.
- Take your trash to the large trash container on north/west side of parking lot in fenced area.
- Make sure all water has been turned off in both bathrooms and the kitchen.
- Any floor, wall, carpet stains which occurred during the rental are called to WHMD attention for professional cleaning at renter's expense.
- Turn off all lights.
- Lock and secure all doors to the outside.
- Put key back in lockbox, clear out code.

Remember this is your Clubhouse, take pride in your amenities; they are an asset to your community.

Tear this page off from packet and keep this list.