



INFO DOCUMENT D – SOCIAL ROOM RENTAL FORM

Clubhouse Social Room Rental Form

Your key card will be activated after 5:00 PM the evening prior to your event to allow entry to the Clubhouse Social Room. An inspection of the Clubhouse Social Room and Restrooms will occur prior to the rental and within 24 hours after the rental. Your deposit will be returned after the inspection unless remedial actions are needed. Any missing items will be billed to the Owner’s Unit renting the Social Room. Maximum occupancy of Social Room is 40 people.

Initial:	I agree to post a refundable deposit of \$100.00 (first check) to the Lakes at Polaris Condominium Association and a non-refundable fee of \$100.00 per day (second check) for the use of the Clubhouse Social Room.
Initial:	I have read and agree to observe the Rules & Regulations regarding the use of the Clubhouse Social Room. They are outlined in this document on pages 1 and 2.

- A. The \$100.00 deposit will be returned or voided shortly after your event, assuming there are no damages, missing items, and the Clubhouse Social Room is the same as it was prior to your event. (You can request your \$100.00 deposit check to be returned or destroyed.)
- B. If any of the items listed in A occurs and the cost exceeds the deposit amount, the Owner’s Unit will be charged the difference. In addition, if cleaning is required it will be deducted from the deposit.

FOR UNIT OWNERS: ✍ - By signing this form on behalf of yourself or the Resident of your Unit you are agreeing to assume liability for the use of the Lakes at Polaris Clubhouse Social Room. An email copy of this document and/or a physical copy is stored for future reference. Please save a copy for your records. Sign the document, then send to the Property Manager who will print, date, stamp and file the document.

↑ Unit Owner (please print)	↑ Unit Number	↑ Unit Owner Signature
↑ Owner’s daytime phone number	↑ Event Date	Time →
↑ From:		↑ To:
↑ If a non-Owner Resident will be renting the Clubhouse Social Room enter the names(s) here.		
↑ Nature of Function?		

Send a copy of this page to the Property Manager to reserve.



Lakes at Polaris Clubhouse Rental Checklist

This form is checked prior to the use of the Clubhouse Social Room and after it's use.

PRE	REQUIRED INSPECTIONS	POST
	All lights and fans turned off	
	Appliances clean (inside and out)	
	No trash left in wastebaskets	
	All trash put in trash barrels on pool deck	
	Furnishings returned to original position	
	Floors clean (Broom and Swiffer in closet)	
	Reserved parking signs returned and neatly stored in closet	
	Restrooms clean	
	Walls clean – no tape	
	Countertops and tables clean	
	Interior and exterior doors locked	
	*All Clubhouse utensils are in original locations – *Initials: _____	
	*All Clubhouse dishes and pans are in original locations – *Initials: _____	
	*All Clubhouse small appliances are in original locations – *Initials: _____	
	*All Clubhouse kitchen supplies are in their original locations – *Initials: _____	
	*All used Clubhouse dish towels, and dish clothes are on the sink to be cleaned – *Initials: _____	
	Are there any expendable items used and needing replacement? Yes or No	
	List here:	

*Required initials for Renter – missing will be charged to the Unit Owner.

Pre-Inspection by _____ Signature _____ Date _____

Printed name of Renter _____ Unit Number _____

*Signature of Renter _____ Date _____

Post Inspection by _____ Signature _____ Date _____

We are proud of this facility and want it to remain in good condition so everyone can enjoy it. If any **one** of the above areas is not completed satisfactorily, the entire deposit will be withheld. Please note: When renting the clubhouse, your guests are not permitted to use the pool area or exercise room.

Call BJ Alarm Source if there is any issue with the key card at: 614-277-3118