

## **Royal Run Community Clubhouse Rental Agreement**

Rental Reservations will be taken on a “first come, first serve” basis.

This agreement entered into between the UNDERSIGNED and ROYAL RUN SUBDIVISION ASSOCIATION, INC. on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, shall govern the rental and use of the Royal Run Community Clubhouse on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between the hours of \_\_\_\_\_ am/pm and \_\_\_\_\_ am/pm.

1. UNDERSIGNED agrees to adhere to the “Clubhouse Rental Procedures” document, a copy of which is attached with, and is incorporated by reference to, this agreement.
2. UNDERSIGNED will remit to CASI a refundable deposit of \$300 **within 72 hours of making the reservation to hold your requested date of rental.**

**Please, make 2 separate checks payable ROYAL RUN HOA and fill out the rental agreement**

1. **Check** made out to **ROYAL RUN HOA** for the amount of **\$300** (write rental **DEPOSIT** in memo line)
2. **Check** made out to **ROYAL RUN HOA** for the amount of the rental fee
3. **Filled** out Royal Run Community Clubhouse **Rental Agreement and Disclaimer**

**MAIL THIS PACKET OF 2 documents and 2 checks to CASI- 11711 North College Ave Suite 100, Carmel, IN 46032**

If the reservation is not cancelled 48 hours before rental, a ½ portion of the deposit will be applied to the rental. **Rental checks and reservations must be from Royal Run Residents only. Residents MUST be current on their HOA dues, or the rental can be cancelled at any time.** Reservations for the clubhouse cannot be made more than 6 months in advance.

3. UNDERSIGNED agrees to carefully examine the premises to be rented, and after such examination, agrees to promptly notify COMMUNITY ASSOCIATION SERVICES of INDIANA in the event the premises are not clean, neat, in a good state of repair, or if a defect exists that would render said premises unsafe for the purposes for which they were rented.
4. UNDERSIGNED understands that having complied with all items listed in “Clubhouse Rental Procedures”, security deposit will be returned in full after COMMUNITY ASSOCIATION SERVICES of INDIANA has received the signed “Rental Checkout List”. UNDERSIGNED understands he or she will be responsible for and agrees to pay any costs of cleaning or repairing the Clubhouse and/or any property maintained in the facility for damage resulting from his use, including, if necessary, the cost of a professional cleaning or repair firm or loss of any clubhouse furnishings. COMMUNITY ASSOCIATION SERVICES of INDIANA may withhold the aforementioned security deposit until payment in full is received.
5. UNDERSIGNED agrees that in consideration for the use of the Clubhouse, a rental fee, in addition to the security deposit mentioned in paragraph #4 above, will be charged in accordance with the following schedule of usage:

- a. **Hourly Rental (available Mon-Fri only) = \$30 per hour**
- b. **Full day rental 8 a.m. – 11 p.m. (available Mon-Fri; required for Sat/Sun) = \$150 for the day**

The foregoing rental fee is due within 72 hours of making the reservation made payable to Royal Run and will be deposited 7 days prior to the reservation.

6. UNDERSIGNED understands that he or she will utilize his or her electronic keycard (the same card utilized for entry to the community pool) for entry to the clubhouse. If UNDERSIGNED is not in possession of a keycard, a replacement must be obtained through COMMUNITY ASSOCIATION SERVICES of INDIANA prior to rental. UNDERSIGNED will have his or her keycard activated for capability to unlock side door of clubhouse on the morning rental is to take place, and that it will remain active for that day, but no longer than 1 hour past the expected rental time.

7. UNDERSIGNED understands and agrees that he or she will be present for the full rental period. Further, the UNDERSIGNED understands that in the event any violation of the foregoing is discovered by a Royal Run HOA Board member, a representative of COMMUNITY ASSOCIATION SERVICES of INDIANA, or member of the Royal Run Clubhouse Committee, that individual is empowered to initiate appropriate action including terminating the rental period.

8. UNDERSIGNED agrees to inform all guests of the rules and procedures governing the use of the rented premises, either verbally or by posting a copy of said governing rules in a conspicuous place.

9. UNDERSIGNED understands tampering with the security cameras in any way, including covering or attempting to disable them, will result in the forfeit of your security deposit and may lose future rental privileges.

10. UNDERSIGNED understand tampering with or changing the temperature on one or any of the thermostats will result in the forfeit of your security deposit and may lose future rental privileges.

11. UNDERSIGNED understands and agrees to inform all guests that all personal property placed in or around the Clubhouse, including, but not limited to motor vehicles parked on the premises, shall be so placed at the sole risk of the owners of such property.

12. UNDERSIGNED agrees to indemnify and hold harmless from any liability arising out of, or connected with UNDERSIGNED's use of said Clubhouse, the Royal Run Community, and each of its members and HOA board representatives.

**BY SIGNING BELOW I AGREE THAT I HAVE READ AND AGREE TO ALL OF THE TERMS AND CONDITIONS STATED HEREIN:**

Resident Name (Please Print): \_\_\_\_\_

Resident's Phone Number: \_\_\_\_\_ E-mail Address \_\_\_\_\_

Royal Run Home Address: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Time: \_\_\_\_\_

Resident's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Pool Pass Card #: \_\_\_\_\_

Are you a tenant or homeowner? \_\_\_\_\_

**Description / Nature of Event**

\_\_\_\_\_

**Office Use Only: Rental Agreement and Checks Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_**

Check # and Amounts: \_\_\_\_\_ Rental Checkout Received Date: \_\_\_\_\_

Deposit Returned: Y N Date Deposit Returned: \_\_\_\_\_

**Clubhouse Rental Disclaimer**

By renting and/or using the clubhouse, the renter and all guests acknowledge and agree to the following:

1. Assumption of Risk: The renter and their guests understand that participation in activities or presence within the clubhouse involves certain inherent risks, including but not limited to slips, falls, or other accidents that could result in injury or harm. The renter voluntarily assumes all risks associated with the use of the clubhouse and surrounding premises.
2. Release of Liability: The renter and their guests release, waive, and hold harmless Royal Run Neighborhood Association, its officers, employees, agents, and affiliates from any and all liability for injuries, damages, or losses arising from the use of the clubhouse, including but not limited to personal injury, property damage, or theft.
3. Responsibility for Guests: The renter is solely responsible for the safety and behavior of all guests present during the rental period. The renter agrees to ensure compliance with all rules and regulations provided by the Royal Run Neighborhood Association.
4. Emergency Services: In the event of an emergency, the renter and their guests must contact the appropriate emergency services. Royal Run Neighborhood Association is not responsible for providing medical assistance or transportation.
5. Insurance: Renters are encouraged to obtain their own liability insurance to cover potential risks during the rental period. Royal Run Neighborhood Association does not provide insurance coverage for renters or guests. By signing this agreement or utilizing the clubhouse, the renter acknowledges that they have read, understood, and agreed to the terms of this disclaimer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Resident Rental Clubhouse Rental Procedures and Information for Royal Run Subdivision**

**PLEASE KEEP FOR YOUR INFORMATION**

**RESERVATIONS:**

Rental reservations will be taken on a first come, first serve basis. To reserve the clubhouse, please call Community Association Services of Indiana at 317-875-5600 or check availability on Town Square calendar.

**YOUR RESERVATION IS NOT CONFIRMED UNTIL YOUR DEPOSIT, RENTAL FEE, SIGNED RENTAL AGREEMENT AND RENTAL DISCLAIMER ARE RETURNED TO COMMUNITY ASSOCIATION SERVICES OF INDIANA WITHIN 3 DAYS OF RESERVING ON TOWNSQUARE. FAILURE TO DO THIS CAN RESULT IN THE LOSS OF YOUR REQUESTED RENTAL DATE.**

**CLUBHOUSE INFORMATION:**

The address for the clubhouse is 6514 Royal Run Blvd, Zionsville, IN 46077. In case of an emergency, call 911. You will need to use your pool key card to enter in the side door on the date/time of your rental. If you are unable to gain access to clubhouse on the date of your rental, please send an e-mail to [BOARD@ROYALRUN.ORG](mailto:BOARD@ROYALRUN.ORG) and call the after-hour emergency maintenance line at 317-875-5600.

Maximum capacity for the clubhouse is as follows:

64 people if there are tables and chairs

138 people if there are chairs only

193 people if it is standing room only

There are 4 (30 inches wide x 72 inches long) folding tables, 10 (60 inch) round folding tables and 64 stacking chairs for your use.

**DECORATIONS:**

**Please do not glue, nail, tack or tape anything to the walls or ceilings.**

**NOISE:**

**In respect of residents who live near the clubhouse, please watch party noise levels. Please keep amplified music down and control party noise. Any complaints about the noise level could result in denial of future rentals.**

**POOL:**

**Rental of the clubhouse does not include rental of the pool. All residents have equal access to the pool area during normal pool hours. There is a separate agreement available for the pool rental.**

**CLEAN UP:**

**Your use of the clubhouse requires satisfactory clean up. You must complete and return the enclosed "Rental Checkout List" within 72 hours of the completion of your rental. Failure to return this checkout list can result in the deposit being deposited. Please be courteous and clean up after yourself as there may be a neighbor renting the clubhouse the following day and expect it to be clean and ready to use.**

**CANDLES:**

**No candles are permitted unless small candles are being used on a birthday cake.**

**MORE INFORMATION AND DETAILS:**

Refer to the [Clubhouse Rental Binder](#) found on RoyalRun.org under downloads, on Town Square, or a hard copy on the counter in the clubhouse kitchen for more detailed information and pictures.

**Royal Run Subdivision Clubhouse Check-Out List**

**Please initial next to all items and return completed form to Community Association Services of Indiana within 3 days of the close of your rental to receive your returned deposit.**

Initial Complete	Description of Item	Fees if not complete
	1. All trash/trash bags, including restroom trash, <b>MUST be taken with you and disposed of at your residence.</b> Trash liners must be replaced. <i>(Extra trash bags/ liners found under sinks)</i>	Up to \$50
	2. All chairs stacked along the wall and tables have been cleaned up and returned neatly to the storage closet. All the carpet has been vacuumed. <b>*Empty vacuum canister into trash.</b> All floors have been cleaned and mopped. <b>*Empty water, rinse mop and bucket, and set to dry.</b>	Up to \$50
	3. All decorations and adhesives have been removed and disposed of.	Up to \$50
	4. If oven/stove was used during the event, the <b>oven/stove has been turned OFF.</b> Kitchen cleaned to original state. <b>All lights are turned OFF,</b> including restrooms <i>(only one emergency light stays on in the main hallway near the middle and one light near the end of the hallway near the parking lot.)</i>	Up to \$30
	5. <b>All doors and all windows</b> are completely closed and securely <b>LOCKED.</b> <ul style="list-style-type: none"> <li>• Side door to parking lot</li> <li>• Double front doors (return hex key to kitchen drawer)</li> <li>• Side door to playground</li> <li>• 18 windows in main room</li> <li>• 2 windows in conference room</li> </ul>	Up to \$100
	6. All 10 picture rail hooks are accounted for and hanging on the rails.	Up to \$20
	7. Any other damage to property, furniture, etc.	Cost of replacement

Notes/Comments/Suggestions: \_\_\_\_\_

Resident Name (Please Print): \_\_\_\_\_

Resident's Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Royal Run Home Address: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Time: \_\_\_\_\_

Resident's Signature: \_\_\_\_\_ Date: \_\_\_\_\_