

## **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**

***MAIL THIS PACKET OF 3 documents 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. 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***



**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 AND SIGNED RENTAL AGREEMENT ARE RETURNED TO COMMUNITY ASSOCIATION SERVICES OF INDIANA.**

**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 13 long tables and 63 stacking chairs for your use.

**DECORATIONS:**

Please do not glue, nail or tack 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.

**CANDLES:**

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

**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, MUST be taken with you and disposed of at your residence. Trash liners must be replaced. <i>(Extra trash bags/ liners found under sinks)</i>	\$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. All floors have been cleaned and mopped.	\$50
	3. All decorations and adhesives have been removed and disposed of.	\$50
	4. If oven/stove was used during the event, the oven/stove has been turned OFF. Kitchen cleaned to original state. All lights are turned OFF, 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>	\$30
	5. All doors and all windows are completely closed and securely LOCKED. <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>	\$100
	6. All 10 picture rail hooks are accounted for and hanging on the rails.	\$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: \_\_\_\_\_