

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 2 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**

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 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.

10. 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 List Received Date: _____

Deposit Returned: Y N Date Deposit Returned: _____

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 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>	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. All floors have been cleaned and mopped.	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 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>	Up to \$30
	5. All doors and all windows are completely closed and securely LOCKED . <ul style="list-style-type: none"> • Side door to parking lot • Double front doors (return hex key to kitchen drawer) • Side door to playground • 18 windows in main room • 2 windows in conference room 	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: _____