



ONE MISSION. ONE COMMUNITY.

Clubhouse Rental Agreement

Vance Family Housing is available for rental by current residents of Vance Family Housing. Reservations can be made by contacting the leasing office at 580-234-0498. Reservations are on a first-come, first-serve basis. Clubhouse rental shall include a money order for the fee of \$0.00 per day and a separate money order for the deposit of \$150.00, both due at the time of reservation. Any additional charges/fees due after the end of the rental period from damages, cleaning, etc. will be due immediately and must be paid fully in a money order.

The Vance Family Housing reserves the right to cancel a reservation in the event that the Clubhouse suffers damage or other reasons that cannot be corrected prior to the reservation date scheduled. Such a cancellation by Vance Family Housing will result in a full refund of both use fee and deposit to the homeowner.

Date(s) of Use: _____ Hour(s) of Use: _____

Current Resident ("Renting Party") agrees to:

- Assume 100% responsibility for the conduct of all guests attending the event.
- Remain at the Clubhouse for the duration of the rental period until all guests have departed the event.
- Permit no more than twenty-five (25) guests at the event.
- Inform guests of designated parking spots.
- Be considerate of neighboring apartments at all times.
- Use of the facility must end at the indicated time.
- Limit noise/music levels so that they comply with state and local laws and do not disturb residents.
- No smoking inside Clubhouse or near Clubhouse doorways.
- No firearms are permitted on the premises unless authorized by law.
- Abide by the laws of the State of Oklahoma as they relate to the serving and consumption of all alcoholic beverages.
- Lock door and place key in the drop-box immediately following the event. A lost Clubhouse key will result in a fee of \$25.00 to be assessed of the homeowner for lock replacement.
- Notify the property manager of any problems encountered and any damage to Clubhouse and/or grounds during use.
- In the event that the property is damaged to the extent that it cannot be rented to another current resident, there will be a fine of \$10.00 per day assessed to the renter until all damages to the Clubhouse and/or grounds are repaired to its original condition. Additionally, the Renting Party will possibly be ineligible for any additional use of the Clubhouse.
- Clean the Clubhouse and surrounding grounds immediately following the event. The Renting Part is responsible for proper cleanup of the facilities and for any damages. The Renting Party will be charged the costs of any necessary cleanup and for any and all repairs. No deposit will be returned until the premises are cleaned as required and the premises are inspected by the property manager.
- Falsification of the stated purpose of rental within this contract consitutes fraud resulting in a fine no less than \$100.00 assessed to the Renting Party.
- Any repair costs, fines or charges in excess of the \$150.00 deposit shall be posted to the Renting Party's account.
- Agrees by signing below that he/she has been legally notified of the fees, fines and charges under the specified conditions stated within this agreement. He/she may request in writing a hearing before the property manager within thirty (30) days of the posting of any fee, fine or charge to the Renting Party's account as a result of this rental.

Renting Party's: _____

Date: _____

Property Manager's Initials: _____

Date: _____