

## GVCA Party Room Rules of Usage:

The Greenwood Village party rooms, located in the GVCA Clubhouse, are excellent facilities with beautiful lakeside/garden views. They are only available to rent by residents. In order to maintain these facilities in a condition that all residents can be proud of, GVCA has promulgated some 'common sense' Rules of Usage that are part of the rental contract.

1. **Resident Renter** - Only a permanent owner/tenant of a Greenwood Village residence is allowed to contract to rent a GVCA party room. Photo I.D. may be required. Rental of rooms is confined to family functions. Rental of rooms to outside businesses or companies is prohibited. Resident Renter is liable for all damage during the rental, which is another reason for resident not to rent the room(s) for outside businesses or individuals.
2. **Rental Period:** Day of function 12:00 noon until 1:30 a.m. Admittance to room prior to 12:00 noon is prohibited.
3. **Key Pick Up and Return:** Keys must be picked up by the Resident Renter during office hours the last business day before the function. The key is to be returned to the office on the first business day following the event. All costs incurred by GVCA to replace lost keys and changing of locks are the responsibility of the Resident Renter.
4. **Security Deposit:** The security deposit is refunded when the keys are returned, security guard costs are assessed and damage assessments are completed. Refunds are paid on the GVCA regular payroll day and can only be made payable to the Resident Renter. In the event of violations/damages, damage charges are determined by the GVCA office and billed against the Resident Renter. Disputes may be appealed to the GVCA Board of Trustees.
5. **Security Guard:** A security guard hired by GVCA will be provided for your function. His job is to aid you in running your function and to protect your security deposit by helping you prevent damage to the facility. Please work closely with your security guard so you may have the best possible event. But please be aware the guard has the authority to:
  - Call for more security guards if he feels they are warranted to control the party (you will be charged the extra time).
  - Shut down the party if he feels the situation is unsafe.
  - Call the police if there is illegal activity or the party is out of control.
  - Call for medical assistance if someone is injured.The guard will notify the Resident Renter before doing any of these things, so that you can correct the situation on your own. But the guard does not need permission to act if it is warranted.
6. **Vehicles:** The Township prohibits parking on the streets. All cars must be parked in the Clubhouse parking lot (capacity 86 vehicles) after loading and unloading. The Community Room lower level doors and Garden Room door are fire exits and must be kept clear for safety vehicle access and vehicles cannot park on these drives. Vehicles can only stop to load/unload (15 minutes max.), or to drop-off handicapped individual(s), and must be moved immediately afterwards. Parking overnight is a violation of the GVCA Declaration of Covenants and Restrictions. Vehicles will be towed. Cost of towing and storage is the responsibility of the vehicle owner. Parking and/or driving on the grass is prohibited. Costs incurred to repair damage to grass and/or trees and plants are the responsibility of the Resident Renter. **If you need a special parking exception, contact the GVCA office before the event so the office can write a note instructing the guard. If there is no note from the office, there will be no exception to these rules.**
7. **Deliveries:** GVCA personnel cannot accept deliveries for the function, nor will GVCA personnel sign for any deliveries. All deliveries for the function or the caterer (if applicable) are the responsibility of the Resident Renter.
8. **Confinement:** Functions are confined to the rented room(s). Access to the pools and/or locker rooms is prohibited. Use of the pond and tennis courts is prohibited.
9. **Children:** Children must be supervised by an adult at all times. (The security guard is not a babysitter.) Guest children may use the playground equipment, but only if under the supervision of a resident adult (age 21+). Children are not allowed to play in the stream or pond, and are not allowed to climb trees or pull on branches. The Resident Renter will be responsible for the cost of any broken limbs (the tree's or the child's).
10. **Property:** GVCA is not responsible for loss or damage to personal property of the Resident Renter or their guests. All GVCA property must stay in the confines of the building. **Removal of GVCA property from the building is prohibited and grounds for immediate termination of the function.**
11. **Fire Code:** All exit doors must remain opened and unblocked during the function. Capacity of rooms may not be exceeded. Community Room: 125 people Garden Room: 50 people
12. **Smoking and Burns:** Smoking is prohibited throughout the building. Smoking areas are provided outside the doors. Burn repairs are done by a professional company. The minimum cost of a burn repair is \$75.00.
13. **Sound System:** Use of the sound system/microphone is arranged through the GVCA office **ONLY** prior to the function. Use of the sound system is a separate item with a separate deposit and signed addendum to the party contract. Damages to the sound system and cost of repairs or replacement are the responsibility of the Resident Renter. All alterations to the sound system and all components and wiring are strictly prohibited.

**GVCA Party Room Rules of Usage (continued):**

14. **Fireplace:** Non-working decorative use only. Lighted candles or open flames anywhere in the room are prohibited.
15. **Decorations/Signs/Balloons:** The GVCA Declaration of Covenants and Restrictions prohibits signs and/or balloons or decorations to be placed on any common areas of Greenwood Village. Signs, balloons, and/or decorations are confined to the interiors of the rented rooms. All violations of this rule will be removed by security guard.
  - a. Tacks, tape (including duct tape), glue, nails, etc., are prohibited. Permitted: string to affix balloons and decorations.
  - b. All forms of confetti, glitter, flower petals, rice, and ice sculptures are prohibited.
16. **View/Usage of Room:** Permission to view or use the room is obtained through the Administrative Assistant or GVCA Manager **ONLY**. Call (330) 467-7036 to schedule an appointment.
17. **Alcohol:** Alcohol is permitted in the building, but Resident Renters are responsible for their guests and assume liability. **Underage drinking is grounds for immediate termination of the function and loss of future rental privileges.**
18. **Noise:** This is a residential area so music/performance must be kept to a moderate level. Residents, or people renting the adjoining party room, can call the police, who will come and shut down your event for disturbing the peace. Keeping the doors shut will help you avoid this situation by containing the noise inside the building.

**GVCA PARTY ROOM RENTAL RATES -- GENERAL INFORMATION**

**TERMS**

1. **Rental Rate:** Non refundable rate to rent the room.
2. **Standard Clean Up Rate:** Professional cleaning company rate to clean room (not optional) \*see attached clean up list.
3. **Security Guard Rate:** Hourly rate for Security Guard (not optional). There is a four hour minimum charge.
4. **Security Deposit:** Security Guard rate is deducted from this deposit amount. The cost of damages, including rug burns, is deducted from this deposit (if applicable). Balance of deposit, less costs is refunded.

**INFORMATION**

1. Both the Security Guard and cleaning company are hired by GVCA, Inc.
2. \$25.00 is due at the time of signing the contract to hold the room. The \$25.00 is applied to the rental rate.
3. Balance of all monies are due and payable three (3) weeks prior to the event to avoid cancellation.
4. Checks are made payable to **GVCA**.
5. In the event that damages exceed security deposit, GVCA, Inc. has the right to bill the Resident Renter for damages over the amount of the security deposit.
6. In the event that additional cleaning is needed, GVCA, Inc. has the right to deduct the amount from the security deposit and/or bill the Resident Renter for the added amount.
7. Resident Renter must advise the office of the hours of the party four (4) weeks prior to the function to allow for booking of Security Guard. If office has not been given sufficient time to book Security Guard, party may be cancelled.
8. Keys must be returned on the first business day after the event to the GVCA office. Cost of replacing locks and keys are the responsibility of the Resident Renter.

**PARTY RENTAL RATES**

**Community Room**

Located at the rear of the Clubhouse facing the lake. Room area includes upper balcony. Fire code capacity, including balcony, is 125 people.

| <u>Rental Rate</u> | <u>Standard Clean Up Rate</u> | <u>Security Guard Rate</u>                             | <u>Security Deposit</u> | <u>Total Due</u> |
|--------------------|-------------------------------|--|-------------------------|------------------|
| \$75               | \$125                         | \$16/Hour (4 hour minimum)<br>(Holiday Rate \$24/Hour) | \$400                   | \$600            |

**Garden Room**

Located in the front of the Clubhouse facing Village Club Drive. Fire Code capacity is 50 people.

| <u>Rental Rate</u> | <u>Standard Clean Up Rate</u> | <u>Security Guard Rate</u>                             | <u>Security Deposit</u> | <u>Total Due</u> |
|--------------------|-------------------------------|--|-------------------------|------------------|
| \$35               | \$65                          | \$16/Hour (4 hour minimum)<br>(Holiday Rate \$24/Hour) | \$200                   | \$300            |

**PARTY ROOM SUPPLIES**

Resident Renter has the responsibility to have all outside (non-GVCA, Inc.) material and/or supplies removed from the party room and building by 11:00 a.m. the morning after the function.

A telephone is available for local calls only, at no charge. The telephone is located on Security Desk on upper level of the Community Room. Telephone number is (330) 908-7073. To make a local call, dial "9" to get an outside line and then dial your number.

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**COMMUNITY ROOM**

Stove with Range Top  
2 Ovens, Microwave

Portable Dry Bar  
Automatic Ice Machine with Small Beverage Sink

Full Size Refrigerator  
Sink and Disposal

- 2 - Card Tables
- 12 - 60" Round Tables
- 4 - 8' Rectangular Tables (seats 10)
- 4 - 6' Rectangular Tables (can be used for buffet, gifts, or cake)
- 135 - Samsonite Steel Chairs (beige/brown)

**Important Notes:**

Decorative fireplace is the air return for the HVAC. Do not allow decorations to cover and block air flow. Damage to the HVAC unit may result, for which you will be liable.

Light switches are in the circuit box, located on upper level next to Men's restroom.

**Do not set coffee makers or any hot item under the thermostats. It will cause the HVAC to make the room too cold.**

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**GARDEN ROOM**

Kitchenette  
Sink

Half Refrigerator with Small Freezer and Ice Maker  
Full Size Oven, Stove, and Microwave

- 3 - Card Tables – in closet
- 5 - 8' Rectangular Tables (seats 10)
- 3 - 6' Rectangular Tables (can be used for buffet, gifts, or cake)
- 50 - Samsonite Steel Chairs (beige/brown)

**Important Notes:**

Circuit box is located in kitchenette.

Card tables are located inside closet.

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**RESIDENT RENTER CLEAN UP**

Renter is responsible for set up of tables and chairs and must clear off all table tops; place all trash, along with paper, balloons, party supplies, etc., in trash bins. All personal items must be removed from room at end of function. Do not leave trash bags on wooden dance floor or carpeting.

**STANDARD CLEAN UP**

**Services provided by cleaning company**

1. Clean and remove all rubbish from party room
2. Vacuum all carpeted areas
3. Break-down tables and chairs and place in storage areas
4. Clean and sanitize bathrooms
5. Sweep and mop all hard surface floors including dance floor, kitchen, and bathrooms
6. Clean kitchen and bar areas, including refrigerators, ovens and range, counter tops, and sweep and mop all floors.
7. Clean interior and exterior door glass.

**Note: Spots on carpet or any clean up outside of the standard clean up is the responsibility of the Resident Renter. Carpet cleaning is not a part of standard clean up. Professional carpet cleaning costs are the responsibility of the Resident Renter and will be a separate charge.**

Greenwood Village Community Association, Inc.  
830 Village Club Drive, Sagamore Hills, Ohio 44067  
Office Telephone: (330) 467-7036 Telephone in Upper Community Room (330) 908-7073

**PARTY ROOM RENTAL CONTRACT**

(Only GVCA residents may rent the Garden Room and/or Community Room)  
Payments accepted only from GVCA resident by check or money order.

Resident's Name \_\_\_\_\_ Type of Function \_\_\_\_\_

Address \_\_\_\_\_ Unit # \_\_\_\_\_ Phone (Day) \_\_\_\_\_ Phone (Eve) \_\_\_\_\_

Date of Function \_\_\_\_\_ Function begins at \_\_\_\_\_ PM Ends at \_\_\_\_\_ PM

- **Garden Room Rental (Rental Fee \$100 + Security Deposit \$200 = Total Due \$300)**

Reservation Deposit (Required to Hold Room) = \$ 25 Date Paid \_\_\_\_\_ Check # \_\_\_\_\_  
Balance (Due Three Weeks in Advance) = \$275 Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Due by \_\_\_\_\_

- **Community Room Rental (Rental Fee \$200 + Security Deposit \$400 = Total Due \$600)**

Reservation Deposit (Required to Hold Room) = \$ 25 Date Paid \_\_\_\_\_ Check # \_\_\_\_\_  
Balance (Due Three Weeks in Advance) = \$ 575 Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Due by \_\_\_\_\_

- **Sound System (Rental Fee \$25 + Security Deposit \$275 = Total Due \$300)**

Sound System = \$ 25 Date Paid \_\_\_\_\_ Check # \_\_\_\_\_  
Balance (Due Three Weeks in Advance) = \$ 300 Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Due by \_\_\_\_\_  
Is Microphone Required?  Yes  No

**DO NOT SET VOLUME DIAL ABOVE THE 2 PM POSITION (Dial pointed straight up = 12 noon).**

- **Optional Set-up the day before the function. (Check with office prior to function for availability.)**

(\$40 Garden Room) Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ (\$60 Community Room) Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

I understand that Greenwood Village Community Association, Inc. is not responsible for the loss or damage to personal property of the Resident Renter or their guests. I have read the terms and rules of this 4 page contract and understand that I am responsible for adherence to the terms, rules, and all violations or damages that may occur.

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

.....  
**For Office Use Only – Do Not Write Below This Line**

Date Key Issued \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Key No(s). Issued \_\_\_\_\_ Date Key Returned \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Security Guard Total Hours \_\_\_\_\_ @ \_\_\_\_\_ per hour = Security Guard Cost (deducted from deposit) \$ \_\_\_\_\_  
**Note: There is a four hour minimum, so minimum cost for security guard is \$64. Standard Rate \$16/hr., Holiday Rate \$24/hr.**

Damage?  No  Yes - Type \_\_\_\_\_ Total Cost of Damages \$ \_\_\_\_\_

Resident's Refund Total \$ \_\_\_\_\_ Check # Issued \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

.....  
Security Guard Name \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Information below to be supplied by on-duty Security Guard & damage list returned to GVCA office.

Damages: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe damages:  
\_\_\_\_\_  
\_\_\_\_\_

Damage Inspected by (GVCA Staff): \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_