

## GVCA Party Room Rental Contract Rules of Usage:

The Greenwood Village party rooms, located in the Club House, 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 requires prior written approval from the GVCA office.
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. Keys are to be returned to security guard or dropped in the slot of the GVCA Office door after the event. All costs incurred by GVCA to replace lost keys and change locks are the responsibility of the Resident Renter.
4. **Security Deposit:** The security deposit is refunded when the keys are returned, less the security guard cost and any damage assessment. 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. Their 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 they are warranted to control the party (you will be charged the extra time).
  - Shut down the party if the security guard 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. However, the guard does not need permission to act if it is warranted.
6. **Vehicles:** All cars must be parked in the Club House 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 (5 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. (The Township prohibits parking on the streets, but security guard or office can call the Township for permission to park on Village Parkway if overflow parking is needed.)**
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 only if under the supervision of a resident adult (age 21+), but 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 unlocked and unblocked during the function. Capacity of rooms may not be exceeded. Community Room: 125 people Garden Room: 60 people
12. **Smoking and Burns:** Smoking is prohibited throughout the building. Smoking areas are provided outside by the benches on the east side of the building. 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 rental fee and deposit. 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 Rental Contract Rules of Usage (continued):**

- 14. **Fireplace:** Non-working decorative use only. (Do not block, it is the air return for the HVAC system.)  
**Lighted candles or open flames:** Lighted candles or open flames anywhere in the room are prohibited. Sterno-type canned heat is acceptable for food warming only.
- 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. Violations will be removed and incur an additional cleanup fee.
  - 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 GVCA Office **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/performances 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 extra cleaning/damages, including rug burns and Rules of Usage violations, is deducted from this deposit (if applicable). Balance of deposit, less costs is refunded.
- 5. **\*Cancellation:** More than four (4) weeks before the event all but reservation deposits will be refunded, three (3) weeks before the event 50% of rental fee plus security deposit will be refunded, less than three (3) weeks only the security deposit will be refunded.

**INFORMATION**

- 1. Both the security guard and cleaning company are hired by GVCA, Inc.
- 2. \$25.00 (non-refundable) 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 four (4) 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 should be given to the security guard who will put them in the slot of the door of the GVCA office the night of the event. Cost of replacing locks and keys are the responsibility of the Resident Renter if not returned to the security guard or the GVCA office.

**PARTY ROOM RENTAL RATES**

**Community Room**

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

<u>Rental Rate (Includes Standard Clean Up)</u>	<u>Security Deposit*</u>	<u>Total Due</u>
\$200	\$400	\$600

**Garden Room**

Located next to the walkout patio under the front deck of the Club House, facing Village Club Drive. Fire Code capacity is 60 people.

<u>Rental Rate (Includes Standard Clean Up)</u>	<u>Security Deposit*</u>	<u>Total Due</u>
\$100	\$300	\$400

**\*Security Guard**

Security Guard Rate: \$ \_\_\_\_/Hour - 4 hour minimum, deducted from Security Deposit. (Holiday Rate is Time and a Half)

## PARTY ROOM SUPPLIES

Resident Renter has the responsibility to have all outside (non-GVCA, Inc.) personal items, material, and/or supplies removed from the party room and building by the end of the function or no later than 1:30 a.m. Storing materials overnight requires prior written approval from the GVCA office. (See set-up and tear-down options on Page 4.)

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### COMMUNITY ROOM

2 Burner Hot Plate	Portable Dry Bar	Commercial Size Refrigerator*
Commercial Convection Oven*	Automatic Ice Machine	Freezer with Countertop
2 Portable Carts	Sink with Disposal	Microwave

\*Extra racks are stored on top of the refrigerator and behind the oven.

4 - 8' Rectangular Tables (seats 10)	4 - 6' Rectangular Tables (can be used for buffet, gifts, or cake)
15 - 60" Round Tables	10 - 48" Round Tables
8 - Bistro Tables	2 - 48" Card Tables
180 - Samsonite Steel Padded 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.

Main floor light switches are on/off, but have dimmers adjustments on the side, and fade slowly when turned off. Switches for upper level and dance floor lights are in the circuit box, located on the upper level next to the 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. The HVAC is pre-programmed to be on the hours of your event. See office or security guard if you need it adjusted.**

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### GARDEN ROOM

Refrigerator with Freezer Ice Maker	Full Size Oven Sink	4 Burner Stove Microwave
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5 - 8' Rectangular Tables (seats 10)	3 - 6' Rectangular Tables (can be used for buffet, gifts, or cake)
4 - Bistro Tables	3 - 48" Card Tables
72 - Samsonite Steel Padded Chairs (beige/brown)	

#### Important Notes:

HVAC controls for ceiling units are mounted on the wall. Remove security bars and unlock latches before opening sliding doors.

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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 cans. All personal items must be removed from room at end of function. Do not leave trash bags on wooden dance floor or carpeting. Leave garbage bags in kitchen so they do not leak on the carpet. The cleaning service will dispose of them.

### STANDARD CLEAN UP

#### Services provided by cleaning company

1. Clean and remove all trash bags and rubbish from party room
2. Vacuum all carpeted areas
3. Clean and 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, convection oven, hot plate, etc. Vacuum and mop all floors.
7. Clean interior and exterior door glass.

**Note: Cleanup of any trash left outside the party room will be an extra charge, so make sure your guests do not take anything outside and leave it. 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 the standard clean up. Professional carpet cleaning costs are the responsibility of 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

**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 \$300 = Total Due \$400\*\*)**

Reservation Deposit (Required to Hold Room) = \$ 25 Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ (Non-Refundable)

Balance (Due Four Weeks in Advance) = \$375 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 # \_\_\_\_\_ (Non-Refundable)

Balance (Due Four Weeks in Advance) = \$ 575 Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Due by \_\_\_\_\_

- **Sound System (Rental Fee \$25 + Security Deposit \$50 = Total Due \$75\*\*)**

Sound System Reservation Deposit = \$ 25 Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ (Non-Refundable)

Balance (Due Four Weeks in Advance) = \$ 50 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.\***

\$40 Garden Room  \$60 Community Room

- **Optional tear-down the next day after the function.\*^**

\$40 Garden Room  \$60 Community Room

\*Check with office prior to function for availability.

Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

^Optional tear down applies only to inside the room. Nothing can be left outside or in restrooms after the function ends.

**\*\*Cancellation: More than three (3) weeks before the event - security deposit +50% of rental refunded,  
Less than three (3) weeks - only security deposit is refunded.**

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 I am responsible for adherence to the terms, rules, and all violations or damages that may occur.

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

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

Date Key Issued \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Keys Issued, Number \_\_\_\_\_ Date Key Returned \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Security Guard Total Hours \_\_\_\_\_ @ \_\_\_\_\_ per hour = Security Guard Cost (deducted from deposit) \$ \_\_\_\_\_

**Note: There is a four hour minimum. Holiday Rate is Time and a Half.**

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

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

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

Information below to be supplied by on-duty Security Guard and/or GVCA Staff and damage list returned to GVCA office.

Damages: Yes \_\_\_\_\_ If yes, please describe damages \_\_\_\_\_

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