

VILLAGE OF WESTCLAY OWNERS ASSOCIATION
MEETING HOUSE CLUBROOM RESERVATION INFORMATION
2000 North New Market Street
Carmel, IN 46032

I PROCEDURES

- **YOUR RESERVATION WILL BE CONFIRMED UPON RECEIPT OF A COMPLETED RENTAL AGREEMENT, RENTAL FEE AND DAMAGE DEPOSIT.**
- **RESERVING:** Only Village of WestClay residents may reserve the Sweet or Huston Room. Stop by the VWCOA at Trustees Hall to pick up reservation forms or call 317-574-1164. Reservation forms can also be printed from the Village of WestClay website at www.vwcownersassn.com.
- **FEE AND DEPOSIT FOR A SOCIAL EVENT:** **EACH** reservation requires a rental fee of \$150.00 in the form of a check made payable to **VWCOA**. Also required is a \$500.00 Damage Deposit in the form of a check made payable to **VWCOA**. Return of the Damage Deposit is based on the condition of the space after the event and compliance with the Meeting House rules. The Owners Association staff will program doors to automatically unlock the front doors 30 minutes before the event and lock after the event. Once the room is assessed following the event and all is satisfactory, the Damage Deposit check may be picked up at Trustees Hall one week after the event or voided and shredded.
- **FOR A BUSINESS EVENT:** If it is determined that the intended use of a clubroom is for a business event or a profit-generating activity, a \$100.00 use fee will be charged in addition to the above stated rental fee and Damage Deposit.
- **PRE-EVENT INSPECTION:** Resident should inspect and report any damage to the facility and furnishings prior to the resident's event by contacting the Owners Association. Any unreported damage noted during the post-event inspection will be considered damage that occurred during the most recent event.

II RULES

- **DECORATIONS:** Do not glue, nail, tape, or tack anything to the walls, ceilings or floors. No confetti, sparkles, birdseed, or rice is allowed.
- **Guests** must be limited to a maximum of 35 people per clubroom.
- **NO SMOKING**
- **Windows** are to remain closed at all times.
- **Lights need to be turned off and door to the clubroom should be shut upon leaving the Meeting House.**
- **NOISE:** In consideration of residents using other rooms in the Meeting House, PLEASE LIMIT PARTY NOISE TO REASONABLE LEVELS. Keep amplified music down to control party noise. Also, remember, all events must be concluded and all guests cleared from the Meeting House by 1:00 a.m.
- **CLEANING:** All resident-provided food and/or beverages must be removed from the refrigerator and/or cabinets after the event. Wipe countertops clean. Remove trash and

place in the trash toter located outside the rear entrance of the Meeting House. Further cleaning will be provided by a cleaning service.

No furniture may be moved within a clubroom without prior approval of the Owners Association.

- **DEPOSIT RETURN:** Return of deposit is based on condition of the space; including trash removal, minor cleaning, and compliance with deposit. Some examples of damage that would require the Owners Association to retain the Damage Deposit include, but are not limited to: damage to carpet, such as stains; damage to walls, such as chipped paint or torn wallpaper; or damage to furniture, such as stains or tears in the fabric. The Village has the right to keep the entire damage deposit for any damage to the room and/or violation of the rules.
- **RESCHEDULING:** If the renter wishes to reschedule the event, the OA will retain the rental fee and work with the renter to determine a mutually acceptable date and time for the event.
- **CANCELLATION:** A two-week written notice of cancellation is required in order for the rental fee to be refunded.

The OA reserves the right to cancel a reservation up to 24 hours prior to the event.

III REMEDIES

Paragraph 21 (e) (iii) of the Declaration of Covenants and Restrictions for the Village of WestClay provides that the OA may suspend the right of any homeowner to use the Village Community Buildings (any and all Amenity Centers / Parks) in the event of a violation of the rules adopted by the association regulating the use of such facilities. In applying such sanctions, a parent may be deemed personally responsible for the impermissible conduct of a child.

I further agree to be responsible for **all** damage to the Sweet and/or Huston Room by me or my guest(s) during my event, and **I will** be present at this event at all times.

Resident's Signature

Date

CLUBROOM CLEANING CHECKLIST

(The following items will be checked before and after each event)

Countertops

Cabinets

Dishwasher

Sink

Fire Extinguishers

Garbage Disposal

Stove/Oven

Microwave

Refrigerator

Floors

Carpets

Trash*

***TRASH CONTAINERS ARE IN THE REAR OF THE MEETING HOUSE; DOWN THE
MAIN HALL, THROUGH THE DOOR TO THE STAIRWELL, AND THE TRASH
CONTAINERS ARE ON THE LEFT.**

Room:

- ☐ Huston Room
☐ Sweet Room

RENTAL AGREEMENT
The Village of WestClay
Meeting House Clubroom

2000 North New Market Street, Carmel IN 46032
317.574.1164 or info@vwcoa.com

Use:

- ☐ Social
☐ Business

I _____ (resident's full name) hereby request the use of the Village of WestClay Meeting House Clubroom, have read the procedures and policies on the attached sheets and hereby agree to abide by all of its policies.

(Please Print)

Resident's Name

Address

Telephone ()

Cell Phone YES () NO ()

Email

Date of Event

Hours

to

Number of Persons (Must not exceed 35 people)

Use

IN WITNESS WHEREOF, the parties hereto have hereby executed this Agreement as of the date first written below.

Resident's Signature

Date

Village of WestClay Owners Association Inc. Signature

Date

Please make checks payable to Village of WestClay Owners Association (VWCOA)

FOR OFFICE USE ONLY

\$ 500.00 Damage Deposit paid

Check #

\$ 150.00 Rental Fee paid

Check #

Gave to Accounting

Initials

Date Deposit returned

Picked up by

OR void & shred

Initials

Date of notification of deposit check not being returned

Initials

Notes

Return form to:

The Village of WestClay OA, Trustees Hall
12884 Broad Street, Carmel, IN 46032