

THE VILLAGE OF WESTCLAY OWNERS ASSOCIATION
PROVOST PARK CLUBHOUSE
RESERVATION INFORMATION
12545 Meeting House Road
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 clubroom. The resident is responsible for the actions of any guest(s) and **must** be present throughout any scheduled event. 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 VWCOA website at www.vwcoownersassn.com.
- **Exercise rooms will remain open for other residents when the clubhouse is reserved. Your reservation is for the space in the clubroom only.**
- **FEE AND DEPOSIT FOR A SOCIAL EVENT:** Each reservation requires a rental fee of \$150.00 for the clubroom in the form of a check made payable to **VWCOA**. Also required is a \$500.00 Damage Deposit for the clubroom 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 Provost Park Clubhouse rules. 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.
- **KEYS:** Keys may be picked up at Trustees Hall before the scheduled event and **must be returned after the event. Failure to return the keys immediately after the event may result in the forfeiture of the damage deposit.** Your scan card will enable you to enter the clubhouse, but the key is required to open the furnished clubroom. The Owners Association staff will program doors to automatically unlock the front doors 30 minutes before the event and lock after the event.
- **POOL:** Reservation of the clubhouse **does not** include use of or access to the pool area. The pool cannot be closed during pool hours for private parties. Private pool parties must take place after pool hours. Lifeguards must be present and can be provided for an additional charge through the pool management company.
- **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 or ceilings. No confetti, sparkles, birdseed, or rice is allowed.
- **Guests** must be limited to a maximum of 35 people.

- **NO SMOKING**
- **Windows** are to remain closed at all times.
- **Lights need to be turned off and doors to the clubroom should be locked upon leaving the clubhouse.**
- **NOISE:** In consideration of residents who live near the clubhouse, PLEASE LIMIT PARTY NOISE TO REASONABLE LEVELS. Keep amplified music down to control party noise. Also, remember all parties must be concluded and all guests cleared from the clubhouse by **MIDNIGHT**.
- **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 outside bin located on the east side of the parking lot next to the storage shed. 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, compliance with Provost Park Clubhouse rules and return of key. Key must be returned the day following your reservation. Failure to meet all requirements will result in loss of \$500.00 Damage Deposit. Some examples of damage that would require the Owners Association to retain the Damage Deposit include, but are not limited to, damage to carpets, 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** damages to the Provost Park Clubhouse 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 LOCATED ON THE EAST SIDE OF THE PARKING LOT
NEXT TO THE STORAGE SHED.**

Room:
☐ Clubroom

RENTAL AGREEMENT
The Village of WestClay
Provost Park Clubhouse
12545 Meeting House Road, 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 Provost Park 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**