

WOODMOOR IMPROVEMENT ASSOCIATION (WIA)

1691 Woodmoor Drive Monument, CO 80132

(719) 488-2693 Fax (719) 481-8461

wia@woodmoor.org

| | |
|------------------|-----------------------------|
| Name: | Phone: Home |
| Address: Street | Work |
| City, State, Zip | Driver's License # |
| WIA Owner Y/N | Driver's License Expiration |

What type of function:

Rental Date: _____

Rental Start Time: _____

Rental End Time: _____

Number of hours rented: _____

Terms and Conditions of Rental

No Smoking is permitted anywhere in the Community Center.

A deposit of one-half of the rental fee is required to hold a rental date unless it is a free 2 hour rental permitted once every quarter per lot, member must be in good standing). A separate check of \$500 (damage deposit) is required for non-residents at the time of key pickup plus a contract.

The remaining rental fee will be due and payable when you receive the key to the Community Center. You may pick up the key at the WIA office any time during regular business hours the week prior to the scheduled rental date. No refunds will be given. The renter may reschedule one time based upon availability.

Every renter is required to fill out the checklist and clean up the Barn. The premises will be inspected by a WIA representative following each rental. The renter will be responsible for any damage to the WIA facilities, and will be charged for any cleaning that was not performed. If a key is lost, a \$100 charge will be owed to WIA within ten days following the event. The key/checklist must be returned the same day as the rental.

Furniture is not to be moved, the picture will not be removed from above the mantle, no usage or cleanup is permitted beyond midnight. Rental time includes set up and cleaning time. Use of the Barn prior to rental time is not permitted.

WIA reserves the right to terminate any rental agreement with notice - a Termination for Convenience. In the event of a Termination for Convenience, all deposits will be refunded to the renter; but the renter waives any other remedy.

As a renter of the Woodmoor Community Center, I accept financial responsibility for the loss/damages of any WIA property. I understand my responsibilities include, but are not limited to:

1. Advising all guests that no smoking is allowed in the facility.
2. Turning off the lights, and locking all doors, return key/checklist before leaving.
3. Removing all decorations including tape or string used, no staples or nails are allowed.
4. Chairs must be neatly stacked in the closet. Tables must be neatly stacked under the stairs.
5. Remove all trash to the dumpster, do not drag it. (Indoor and outdoor)
6. Mopping and sweeping as necessary
7. The fireplace does not work and cannot be used. Candles can only be used if they are in a closed container.
8. Remove all of your food from the refrigerator.
9. No rice, bird seed or confetti of any type may be used in or outside the building.

Selling of alcohol is strictly prohibited. All beer kegs must be kept outside the building on the deck, and not in the building.

I understand that failure to follow the above guidelines may result in the termination of this agreement and forfeiture of my security deposit. I understand that the Woodmoor Improvement Association, its Board of Directors and its employees are not liable for any damages due to the serving and/or consumption of alcohol on the Center premises. I accept the premises "as is" and I hereby release the WIA from any and all liability for the condition of the premises. I agree to indemnify the WIA for any claims arising out of the conduct of guests attending this function. A Woodmoor resident must sign, attend the entire event, and submit the application and payment to receive the Woodmoor discount. I agree to pay for any damage arising from this event, and pay \$100 for a lost key, failure to empty the trash \$25, failure to sweep and mop all floors \$100, failure to put tables and chairs away \$50.

Signed: _____ Date: _____
 Representative, Woodmoor Improvement Association

Signed: _____ Date: _____
 Renter

| Total Cost of Rental | Check # | Date Paid |
|------------------------|---------|-----------|
| ½ rental amount | | |
| Security Deposit \$500 | | |
| Final rental amount | | |