



Rental Fee + Staff Fee Received: _____ Damage Deposit Received: _____

SOUTHWOOD COMMUNITY CENTER RENTAL AGREEMENT
3196 MERCHANTS ROW BLVD., SUITE 130 - TALLAHASSEE, FL 32311
TELEPHONE: (850) 656-8750 ♦ FACSIMILE: (850) 402-5032

Please note that the number of people using the center is NOT to exceed 57 people. NO SMOKING. NO PETS.

Today's Date: _____

RENTAL FEES (2-hour minimum): **Rental Hours 8:00 a.m. – 11:00 p.m.**

2 HOURS - \$100	5 HOURS - \$250	8 HOURS - \$400	11 HOURS – \$550
3 HOURS - \$150	6 HOURS - \$300	9 HOURS - \$450	12 HOURS - \$600
4 HOURS - \$200	7 HOURS - \$350	10 HOURS - \$500	Staff Fee - \$50/\$70

The SouthWood Residential Community Association (Owner) and _____ as Lessee, hereby enter into the following Rental Agreement for the Community Center under the following terms and conditions:

1. Lessee shall have possession of the premises on _____. Rental time is from _____ to _____. **This INCLUDES set-up and clean-up time.** Lessee agrees not to occupy the building outside of the designated rental time. You are charged according to your specific rental time. Occupying the facility early or staying past your specified rental times will result in additional charges and/or withholding from your deposit. _____ (Initials). Approximate number of people expected to use the facility will be. Lessee must be at least 21 years of age to rent. Event: _____

2. An employee will meet Lessee for the use of the room to do a check-in inspection. Please arrive 5 minutes early. Failure to show for a reservation will result in a forfeiture of your rental fee and Staff fee. Community Center doors will be locked at closing time stated on the agreement. In case of emergency only, please call 911.

3. Lessee shall pay a rental fee in the amount of \$_____, said sum to be paid at the time of execution of the Agreement, the amount being computed according to the schedule or rent stated above plus Staff fee.

4. If cancellation is necessary, Lessee must cancel at least seven (7) days before rental. Damage deposit will be refunded within fifteen (15) days. **Lease of the Community Center WILL NOT include use of the swimming pool or tennis courts.** No refunds will be issued due to pool closures or inclement weather. Residents who wish to utilize the pool must abide by all pool rules and guest policies. The swimming pool and tennis courts are the property of all homeowners and will not be closed for the exclusive use of specific groups.

5. A cleaning and damage deposit of \$300 is paid at the time this Agreement is executed and shall be refunded to Lessee by mail approximately fifteen (15) days after the rental date if the premises is left in the same condition after Lessee vacates as it was immediately prior to the occupancy thereof by Lessee. Any extra expenses incurred for additional cleaning by the staff or representative will be deducted from the damage deposit.

SOUTHWOOD RESIDENTIAL COMMUNITY ASSOCIATION



6. There are approximately 14 tables and 32 chairs available. All tables and chairs must be folded and placed in the designated storage room before Lessee is finished with the room. Trash must be collected in garbage bags and disposed of in the large garbage bins outside the kitchen door entrance. Kitchen must be clean.
7. The Lessee hereby warrants that they will be personally responsible for the cost of repair of any damages over and above that covered by the damage deposit. Lessee recognizes the Owner is not responsible for lost or stolen items.
8. Lessee is responsible in seeing that minors do not indulge in alcoholic beverages.
9. The Owner or the Tallahassee Police Department shall have the right to enter said premises to determine if there are violations of the rental guidelines.
10. There shall not be any money exchanged during rentals (bake sales, craft sales, direct sales groups, admission, etc.). The rentals are for non-profit activities only. Contact HOA to rent the facility for a program that charges a fee.
11. The parties hereto by signing this Agreement hereby acknowledge that they have read this Agreement and understand the terms and conditions herein stated and agree to abide by the same. Failure to abide by all rules and regulations as stated in this contract may result in denial of future rentals.

Acceptable forms of payment: Check or Money Order; No Cash or Credit Cards

Lessee:

Signature: _____ Print Name: _____

Address: _____ Cell: _____ Work: _____

SOUTHWOOD RESIDENTIAL COMMUNITY ASSOCIATION



SouthWood Residential Community Association, Inc.
Community Center
Use Rules and Rental Guidelines

We are pleased to allow SouthWood owners and permitted residents the ability to lease the SouthWood Community Center ("SCC") for personal functions such as birthday parties, wedding receptions, graduations, and so forth. The area of the SCC subject to the lease for exclusive use shall include the meeting room and facilities on the south side of the building. **Lease of the SCC will not include use of the swimming pool and tennis courts.** These amenities are the property of all homeowners and will not be closed for the exclusive use of specific groups. No rental shall be approved past midnight. No shows are nonrefundable.

In order to be entitled to lease the SCC, you must be a resident of the SouthWood community and be in good standing with the Residential Community Association ("Association"). You may not lease the SCC on behalf of another party, group or organization and you may not charge any person a fee to use the SCC. The following terms and conditions also apply to all leases of the SouthWood Community Center. **Please read and initial boxes below:**

_____ Only SouthWood owners and permitted residents over the age of twenty-one (21) may lease the SCC. Owners may not authorize another party to book the facility. The person executing the Rental Agreement must be present for the duration of the function.

_____ No one may lease the SCC more than twelve (12) times in a twelve-month period.

_____ The Rental Fee for the SCC is \$50 an hour up to eight hours and any portion thereof. There is a minimum rental of two hours. The Rental Fee is refundable if a cancellation is made at least 7 days in advance. All reservation fees must be paid at the time you turn in the rental agreement to the HOA office, your reservation will not be complete until payment is received. A Security Deposit of three hundred dollars (\$300) is also due, but will be kept on file and then returned within 15 days upon compliance with the terms of the lease. Reservations are taken on a first come-first served basis, and are "confirmed" when the Security Deposit, Rental Fee and any applicable Staff Fees are paid. Staff Fees are in addition to the hourly rental fee and may be included in the rental fee payment. All payments shall be made to the SouthWood Residential Community Association, Inc. (SRCA) and shall be provided to the HOA office at 3196 Merchants Row Blvd., Suite 130, Tallahassee, Florida 32311.

_____ In order to lease the SCC, the owner or permitted resident must fully complete and deliver to the Association a SouthWood Residential Community Association Use/Rental Agreement ("Rental Agreement") accompanied with the Rental Fee and Security Deposit. Reservations must be received no later than seven (7) days prior to the desired date of rental.

_____ The person executing the Rental Agreement assumes full responsibility for the conduct of their invited guests. Unruly guests will be asked to leave the facility.

_____ Smoking or use of tobacco products is NOT allowed in the SCC.

_____ Alcoholic beverages may be served at an event at no charge, but the sale of alcohol is prohibited without the prior written consent of the Board.

SOUTHWOOD RESIDENTIAL COMMUNITY ASSOCIATION



_____ Owner agrees to hold SouthWood Residential Community Association and its agents harmless, and to identify them against any public liability and or property damage liability that may arise by reason of use by Owner of the facility. The Community Association and its agents shall not be responsible for any damage that may happen to the Owner or to the Owner agents, guests, servants, property, or invitees from any cause whatsoever, during the period covered in this Agreement, and Owner hereby expressly releases the Community Association or its Agents from, and agree to identify against, any and all claims from such loss, damage or injury.

_____ Owner hereby agrees to assume all responsibility for insurance regarding the facility during use under this agreement, and to assert no claim of coverage under any insurance policy of the Association and or its Agents during the period use.

_____ Owner must comply with the laws of the United States, the State of Florida, and all ordinances in the local police and fire department.

_____ **No staples, nails, or tacks may be used to affix signs or decorations to any surface of the SCC. If tape is used the tape must be removed without causing damage to walls, ceilings, fans, etc.**

_____ Pets are NOT permitted in the SCC, unless they are assisting the physically impaired.

_____ No rice, birdseed, confetti or other materials may be thrown, tossed, sprayed in or around the SCC.

_____ The maximum number of persons permitted in the Community Center as established by the Fire Marshall shall not exceed 57.

_____ Proper attire must be worn inside the SCC. Shirt and/or swimsuit cover-up and shoes must be worn on SCC grounds and no wet bathing suits are allowed inside the meeting room or kitchen.

_____ The SCC must be cleaned and returned to its original condition and arrangement prior to the conclusion of the time allotment in the Rental Agreement. If not, the Association will have it cleaned and returned to its original condition and arrangement, and the cost of this service will be deducted from the security deposit.

_____ The person executing the Rental Agreement agrees to pay for any and all cleaning, repair or replacement charges and damage to or loss of furniture, accessories, fixtures, or equipment that may result from the use of the SCC in accordance with the Rental Agreement.

_____ *These guidelines are subject to change without notice.*

SOUTHWOOD RESIDENTIAL COMMUNITY ASSOCIATION



Civic groups and other charitable organizations are welcome to use the facility at no cost, but are subject to the following rules:

1. If a resident requests to rent the facility, a civic group may be notified of cancellation with 7 days advance notification. If available, other options will be offered. Bookings are not allowed more than 3 months in advance and must be confirmed in writing on the Rental Agreement.
2. The Rental Agreement must be completed and signed by the resident as stated above and a deposit of \$300 will be held to cover any damages that might be incurred.
3. The deposit will be returned at the end of the booking period. For example, if you book for three months in advance, the deposit will be returned within 15 days after the last meeting. If you desire to book for another three months you will need to submit a new deposit and submit the dates in writing.

Staff Fee

An additional Staff Fee will apply if the Community Center rental is booked outside of the staff's normal work hours. The Staff Fees range from \$50 to \$70.

I have been provided a copy of these guidelines and agree to the terms stated above.

Resident Signature: _____

HOA Signature: _____