



## **Community Center Main Room Rental and Use Agreement** **3161 S. Blue Ribbon Lane, Boise, ID 83716**

Please use a separate form for each day that is being reserved. *The Barber Station Townhome Owners Association, Inc., ("Association") also referred to as Park Place, community center is not available for use by outside organizations or non-members of the Association.* Therefore, the Association does hereby license and authorize the Member to have temporary use of the portion of the premises described above subject to Member's compliance with the following conditions:

**Fee and Deposit:** A **\$150.00** refundable cleaning and damage deposit and a **\$35.00** non-refundable fee by separate check shall be paid to **Barber Station Townhome Owners Association** by the Member and shall accompany this agreement. The \$35.00 non-refundable fee will be deposited into the Association's account and will be used for repairs due to normal wear and tear to the building. Reservations, cancelled at least 72 hours prior to the event will not be charged.

- 1. The facility must be vacated prior to 10:00 p.m. on the day of the rental.**
- 2. The Maximum lead-time for reservations is 6 months.**
- 3. Maximum Occupancy load: 31**
- 4. Chairs available for use: 10**
- 5. Tables available for use: 2 – 6' banquet**
6. The facility is to be used for **non-profit social gatherings only.**
7. *Members may reserve the community center on the weekends (Friday through Sunday) a maximum of four (4) times per year and during the weekdays (Monday through Thursday) with unlimited use. Usage per year is subject to change.*
8. No pets of any kind are permitted within the premises at any time.
9. No nails or tape of any kind is to be used on the walls or windows of the facility.
10. No overnight parking is allowed around the facility. Violators are subject to having vehicles towed at owner's expense.
11. The swimming pool cannot be reserved solely for the use of a Member's event.
12. Member shall be solely responsible for cleaning the facility following Member's use, which responsibility shall include removal of all Members' property from the facility and premises and removal and proper disposal of all trash, refuse, and debris.
13. Tables, chairs, counters, and microwave must be washed and wiped clean and the facility must be left in a clean condition, which includes sweeping and mopping. A few cleaning supplies are provided under the sink and in the closet. If something else is needed in order to clean, the Member shall provide this.
14. If the Member cleans the facility to the satisfaction of Association and if there is no physical damage to the facility, the Association shall refund the cleaning and damage deposit within ten days of the date of Member's use of the facility. Member understands and accepts that

the Association may keep and apply such portion of the deposit as may be necessary to adequately clean and repair the facility and premises.

15. Member accepts responsibility for all cleaning and repair costs including any costs that may exceed the cleaning and damage deposit amount.
16. All furnishings must be returned to their proper arrangement after use of the facility.
17. No furniture, decorations, etc. are to be removed from the community center property including front porch and patio area at any time.
18. Member agrees to turn off all appliances and light fixtures and to lock facility after use.
19. Member agrees to be present at all times during the event and while guests are present at the premises and facility.
20. Member agrees to hold Barber Station Townhome Owners Association, Inc. harmless from all claims, liability or responsibility for injury or property damage that may occur while this agreement is in effect.
21. Member accepts responsibility to assure that all guests and other users of the facility and premises follow all rules and requirements of the Association.
- 22. Deviation of these conditions will result in the forfeiture of your right to use the community center immediately.**

Name \_\_\_\_\_ Event Date: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Nature of function: \_\_\_\_\_

Reservation Time:     9:30am – 3:30pm             4:00pm – 10:00pm

\$100.00 Refundable Deposit Check No. \_\_\_\_\_ Dated \_\_\_\_\_

\$30.00 Non-Refundable Fee Check No. \_\_\_\_\_ Dated \_\_\_\_\_

***\*\*The completed form and required checks may be dropped off or mailed to Barber Station Townhome Owners Association office located at 12601 W. Explorer Drive, Suite 200, Boise, ID 83713, Attention: Property Manager.***

As a Member of Park Place, I have read the above Rental and Use Agreement and fully accept all of its terms and conditions. I understand that I take full responsibility for all guests and other users of the facility and premises and will comply with the terms of this agreement. I have been provided with a copy of this agreement and accept it as a receipt for my deposit.

**Member's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Alternate phone** \_\_\_\_\_ **Email address** \_\_\_\_\_

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**Received By** \_\_\_\_\_ **Date** \_\_\_\_\_

**Paid** \_\_\_\_\_