

## **Rice Creek Clubhouse Rental Contract**

This agreement is between the Rice Creek Homeowners Association (RCHOA) and the undersigned Rice Creek Homeowner (Homeowner).

Date requested for reservation: \_\_\_\_\_ Approximate time of event: \_\_\_\_\_

The purpose of use is: \_\_\_\_\_

Approximate number of attendees/guests/service staff: \_\_\_\_\_ (Maximum: 50)

Reservations for use of the RCHOA Clubhouse are made on a first-come, first-served basis up to one year in advance of the date of planned use. \$500.00 must be paid at the time the Clubhouse is reserved (\$300.00 rental fee, \$200.00 refundable deposit). If the Homeowner would like to set up the day before their event and the Clubhouse is available, an additional day may be purchased for \$100.00. If the Homeowner cancels the reservation within 14 days of the event, all money paid will be returned. If the Homeowner does not cancel the event prior to the scheduled use, the rental fee may be forfeited. All reservations are subject to the approval of the RCHOA Board of Directors. Homeowners with past due accounts are ineligible to reserve and/or rent the Clubhouse. The RCHOA reserves the right to decline or cancel reservations to any person for any reason at any time. Such cancellations might occur, for example, if the Clubhouse suffers damage, system failure that cannot be repaired in time for scheduled use, or if the RCHOA has a compelling need to use the Clubhouse. In the event of such cancellation by the RCHOA, all money paid will be returned to the Homeowner; however, no additional compensation will be given. A refund check for your deposit will be mailed to you after your scheduled event, only if all terms of this agreement have been met.

For the time of scheduled use, the Homeowner has the exclusive use of the Clubhouse great room. During your Clubhouse rental, the fitness center and pool may not be used. (This does not prevent homeowners from using the pool per the Rules and Regulations provided that the pool gate is used for entry and exit.) All items, tables, decorations etc... are restricted to the Great Room. If you are found to interfere with the enjoyment of the use of the non-exclusive areas used by the other members, your right to rent the Clubhouse will be revoked and your deposit will be retained.

Your Key Fob will be activated a minimum of 24-hours prior to your event. You will need to contact the HOA management office two business days prior to renting to have your Key Fob activated. Homeowners must ensure they have an active Key Fob. (Key Fobs may be tested on the Fitness Center doors at any time.) You will be contacted by a Board member no later than 3 business days prior to your event to set up a time to complete your walk-through of the Clubhouse. If you have not been contacted within 3 business days, please contact the management office at 912 354-7987. Our staff will complete a post walk-through following your event. Your deposit will be refunded pending no damages are incurred during your rental period.

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Agreement & fee received by: \_\_\_\_\_

### **SCHEDULE OF FEES**

Failure to follow the rules below will require penalties to be added as additional HOA dues as follows:

Rules 2, 7, 12, 15, 21, 22, 23. Minimum charge of \$100- maximum to be assessed at the discretion of Management based on damages.

Rules 3, 13. \$500- may also result in the failure to use the Clubhouse for future rentals.

Rules 4, 5, 6, 8, 9, 11, 16, 20, 24. Minimum charge of \$200- maximum to be assessed at the discretion of Management based on damages.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Rule 10- Additional day rental will be charged for any days used above and beyond the reservation day, deposit will be forfeited.

## **RULES OF USAGE**

- (1) Decorations may be used; however, no items may be attached to the walls, woodwork, windows, tables or any surfaces. Use of tape, staples, a staple gun, push pins, tacks, command strips, nails, glitter, birdseed, rice, silly string, bubbles, water balloons, or confetti are strictly prohibited in the amenity and parking areas. If balloons are used, all balloons, string etc... must be removed.
- (2) Homeowner agrees to be present during entire time of set up and actual usage and must be the last person to leave. The homeowner is responsible for ensuring that all windows and doors are secure.
- (3) Homeowner agrees to limit the number of persons to no more than fifty (50).
- (4) Homeowner agrees to restrict parking by himself and his guests to designated areas only. No parking is allowed on the grass or landscaped areas.
- (5) Homeowner agrees to no smoking inside the Clubhouse. Illegal drugs, activities and/or gambling are not permitted. Violators will be fully prosecuted under the law.
- (6) Homeowner agrees to limit the volume of all music, and all noise (including talking) generated during the use to a level that does not disturb other Homeowners. Music is limited to the Clubhouse Great Room and is not permitted at the pool or any area outside the Great Room. Unreasonable, disruptive, or offensive language is prohibited.
- (7) Homeowner(s) and all guests should be dressed appropriately; Shirts and shoes must be always worn in the Clubhouse; no swimming attire is permitted in the Gym or Great Room.
- (8) Candles are not permitted in the amenity area.
- (9) Pets are not permitted in any of the amenity areas.
- (10) The Clubhouse is available beginning at 8:00a.m. the day of reservation and all clean up must be completed no later than 10:00 p.m. All items brought into the Clubhouse must be removed by 10:00 p.m., the day of the event. (This includes all Trash, decorations, tables etc...)
- (11) Homeowner agrees to follow the setup/cleanup procedures as well as return all furniture to its original position. If furniture is moved it must be properly moved, no dragging which can damage the floor and the furniture. All furniture must remain in the Clubhouse and not placed or used outside.
- (12) Do not remove any items attached to the walls without prior approval.
- (13) Adult supervision is required for participants under 21 years of age.
- (14) Any event open to the public is prohibited. Any events where items or services are being sold, or money is collected are prohibited. Charging fees to attend or participate in your event, including, but not limited to, a registration or admission fee are prohibited. I understand that misrepresentation of the purpose of use and/or the charging of fees constitutes fraud, and I agree to pay the RCHOA liquidated damages of \$1000 in the event the actual purpose of use does not correspond to the purpose stated above or in the event participation fees are charged.
- (15) The loading zone in front of the Clubhouse may be used to load and unload only; parking for the duration of the event is not permitted.
- (16) Homeowner should not adjust thermostats.
- (17) Homeowner agrees to notify the Management Company of any problems encountered and any damage to the Clubhouse and/or grounds caused during his use within 24 hours. The homeowner agrees to pay for the costs to repair all damage immediately and will be added as additional dues to their account until they are paid.
- (18) If damage is noted to the Clubhouse upon your initial entry, you must call the office or the emergency number (if after office hours) to report the damage. It is assumed that any damage not reported upon your initial entry occurred as the result of your rental, and you will be charged accordingly.
- (19) I understand that I will not be allowed to serve any alcoholic beverages on the premises of the Clubhouse to anyone under the age of twenty-one (21) during the above-referenced date. I understand that I will not be allowed to sell alcoholic beverages for any reason (cash bar) and alcoholic beverages should not be left unattended by an adult at any time. All alcoholic beverages must be removed from the premises immediately following the event. I further understand that I will be responsible for any liability, if any, incurred by my guests for violating this addendum on the above-mentioned date and that the Rice Creek Homeowners Association assumes no responsibility.
- (20) No doors may be obstructed during the rental period. Doors must always remain closed; they cannot be propped open, tampered with, or locking systems disengaged. Take special care to leave exits free of obstacles. It is imperative that events do not interfere with the Fire Codes.
- (21) All surfaces, tables, chairs, sinks, countertop, cook top, refrigerator, floors etc... must be left free of all food, grime, dirt, and debris. Please remember that Homeowners will be using this area for causal use following your event.
- (22) All floors must be left free of all food, grime, dirt, and debris. The homeowner must provide a vacuum cleaner if one is not available.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

(23) All trash cans must be emptied (including bathrooms) and put the bags in the large green trash cans located outside the Clubhouse.

(24) Homeowner agrees to assume 100% responsibility for conduct and personal belongings of himself and his guests.

Penalties will be assessed at the complete discretion of Management with the assistance of the schedule below. The goal of Management is to protect your Clubhouse and investment, and damage caused by rental is extremely costly and time consuming.

I am a Rice Creek Homeowner in good standing. I assume full responsibility for my actions and those of each of my guests, including all claims of theft, disturbance, or damage to any property or injuries to anyone caused by me or my guests. I agree to indemnify and hold harmless the RCHOA for all such claims whether the accident occurred on the common ground, on part of the recreational facilities, parking areas, or adjacent areas. By signing this contract, I agree that I have been notified of fees, fines, and charges that will be assessed under the conditions specified.

Misuse of the facility or the failure to comply with these regulations will be sufficient reasons for denying any further applications.

Any decisions made with regards to damage or forfeited deposits are at the sole discretion of Management and the Board of Directors. I have read, understand, and agree to all terms of this agreement.

Revision 2.12.2025

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Rice Creek Clubhouse Rental Contract**  
**Landlords Only**

(This form is to be completed ONLY if your home is rented to a tenant and the Homeowner is renting the Clubhouse on behalf of the tenant)

I am a Homeowner in RCHOA and I am renting the Clubhouse for use from my tenant who occupies my home. Although the Clubhouse is being used by my tenant, I understand that I am responsible for any damage, liability, cleaning, or repair resulting from this use. I understand that the tenant will be acting as the Homeowner with regards to rule 2.

Homeowner Name: \_\_\_\_\_

Address of Home in Rice Creek: \_\_\_\_\_

Alternative address: \_\_\_\_\_

Phone number(s) where I may be reached: \_\_\_\_\_

Email address: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_