



Clubhouse Rental Agreement

You Must Be a Resident of Rivercrest to Rent the Clubhouse or be a Member with a current active access cards.

Today's Date: ____/____/____

Event Date: ____/____/____

Time of Event: 8am to 2pm<____ **3pm to 9pm**<____ **8am to 9pm**<____

Type of Event: _____

Maximum Number of People Attending: _____ not to exceed maximum capacity of (63).

Resident/Member Name: _____

Resident/Member Address: _____

Resident/Member Home Phone: _____ Cell: _____

Responsibility of the rental agreement and damages is the responsibility of the resident.

Check Received for Deposit of: \$200.00 Check # _____ Employee: _____

Check Received for Rental of: \$ _____ Check # _____ Employee: _____

Rental Fees are inclusive of State Sales Tax.

Drivers License Number and State is required for all checks. Copy of license should be attached to rental form.

All NSF and Checks returned for any reason will result in additional fees of \$35.00 per check returned. (Check should be written to: Rivercrest CDD.) **Resident checks only.**

All rental checks will be cashed when booking room. Deposit Checks will be held and cashed only if rules have been violated or damage has occurred. After your event, the Clubhouse will be inspected for cleanliness and damage and if approved you will be mailed your voided check for the deposit as soon as possible after the event. Final approval is at the decision of Management. If the Rivercrest Clubhouse fails inspection you will receive the balance of your deposit minus a cleaning fee of \$50.00 per hour and charges for any damage, rules violation and overstay charges as described below. Any resident renting the facility must be present at the event. The violation of any of the rules may result in the District not refunding all or any portion of the deposit.

1. Residents reserving the Rivercrest Clubhouse will be responsible for their own cleaning supplies and trash bags. Staff will provide floor cleaning supplies and will be responsible for cleaning the floor and stacking chairs and tables. All trash must be placed in trash dumpster which is located in parking lot. If bags are leaking ask staff for special cart to transport to dumpster to avoid staining brick and drive. All trash and decorations must be removed, counters cleaned, and appliances cleaned and returned to the condition they were in prior to rental.

2. Keys may be picked up no earlier than 24 hours prior to the event during normal business hours unless special arrangements are made with the management. Keys not returned immediately following event will result in a charge of \$50.00 against the deposit for replacement.
3. Residents reserving the Rivercrest Clubhouse must be present throughout the entire rental and will be required to participate in check-in and check-out procedures.
4. **The facility shall not be used before or beyond the agreed usage time.**
 - a. If your rental time is 8am to 2pm, your guests must be out of the facility by 1:30pm and the Clubhouse must be cleaned and inspected by 2 pm.
 - b. If your rental time is 8am to 9pm or 3pm to 9pm, your guests must be out of the facility by 8:30pm and the Clubhouse must be cleaned and inspected by 9pm.
5. **Absolutely no decorations on walls, wall decor, windows, window dressing, doors or door glass, cabinets, television, fans or ceilings.** Stand up decorations and counter/table top decorations are permitted. Balloons are permitted only in free standing secured display; balloons may not be released or hand held. No confetti or piñatas may be used. Balloons are not allowed outside Community Center Room in pool or park area.
6. Renter must assign a person to let party guests in main gate to the Rivercrest Clubhouse. You may not allow access to non-guests. Community Room and restroom doors, main gate and pool gate are not to be propped open.
7. No grills or cooking permitted in or outside facility. Grill is provided at Cabana facility with additional rental agreement. Warming of food only is allowed on and in the stove. No cooking is allowed. This is by order of the Fire Marshall.
8. Only beer and wine will be allowed inside the Community Center Room. No glass containers are permitted outside of the Community Room.
9. Resident shall be responsible for keeping music and other noise to a reasonable volume to ensure other park guests aren't disturbed by the event. Staff members reserve the right to determine if the music or noise level needs to be adjusted.
10. Rental fees are \$300.00 for a full day and \$175.00 for each rental period, with a \$200.00 deposit which must be submitted to insure the Rivercrest Clubhouse is clean, undamaged, and all rules followed. Keys must be turned in at the end of your event.
11. The amenities and exterior area and furniture may not be used exclusively for party purposes; they are for the community's use. You are renting the Rivercrest Clubhouse only. Exception only with prior management written approval.
12. Playground equipment may be used for child parties with proper supervision; consideration for other residents must be taken. No food, beverage or party favors or swimwear allowed. District weather policy applies to usage. Final decision on use is at staff direction. Shoes must be worn and no swimwear allowed.
13. **Pool usage only with Clubhouse Rental Addendum for Community Center Pool and Splash Pad.**
14. Cancellation of a booked event prior to two weeks of the event will receive full refund of rental and deposit. Should cancellation be within two weeks of the event the rental fee will be retained and deposit returned.
15. **NO SMOKING/VAPING** is allowed in the Rivercrest Clubhouse or Community Center. Smoking/vaping is allowed in designate area only.
16. IN CASE OF EMERGENCY, CALL 911, then notify staff immediately.
17. All Rivercrest CDD Rules and Regulations must be followed by all attending the rental.
18. All regulations are subject to change by the Board of Supervisors of the Rivercrest CDD.
19. Do not prop open doors of Community Center without permission of the staff. Air conditioning/heat may be adjusted by staff.
20. If repair of damage to facility or property exceeds deposit additional charges will be billed to the resident at the cost of repair to the district.

21. If rental begins with first rental period of day the resident will be responsible for proper disarming of alarm system. Resident "Renter's" will be responsible for all fines and penalties incurred for false activation of the community center alarm.
22. Use of the Clubhouse flat screen television, blue-ray DVD, Verizon FIOS box and all related controls will be allowed however any damage to the electronic equipment or loss of controls will be billed to the resident renting the facilities. Video must be of proper nature. Should you have any questions on proper operation of equipment please consult with Rivercrest staff. **Do not remove or adjust any cables to the video system.**

The undersigned certifies that the use of the Rivercrest Clubhouse, located at 11560 Ramble Creek Drive, Riverview, FL 33569, is voluntary, that the undersigned personally has inspected the Rivercrest Clubhouse, and assumes all risks to persons or property, including theft, that may be sustained in or about the Rivercrest Clubhouse or facilities in connection with their use. In consideration of use of the Rivercrest Clubhouse, the undersigned and the undersigned's successors and assigns, agree to release, discharge, defend, indemnify, and otherwise hold harmless, the Rivercrest Community Development District, its officers, agents and employees, from any and all claims and causes of action, including those for injury to any person, property, or theft of property, that may arise in or about the Rivercrest Clubhouse in connection with its use, regardless of whether such claims or causes of action are due to negligence or any other theory of liability. The undersigned certifies that he/she is at least eighteen (18) years of age, and has read and understands the terms and conditions of the foregoing Rental Agreement. If this Rental Agreement is entered into on behalf of an organization or a group, the undersigned certifies that he/she is authorized to sign this Rental Agreement on behalf of the organization or group, and to assume financial responsibility for damages and rules violations to the Rivercrest Clubhouse and facilities.

Fine for False Alarm is: (Actual Cost to District) Alarm Code is: _____

Signature: _____ Date: _____

Printed Name: _____

Resident/Member Access Card #: _____

Resident Email: _____

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Clubhouse Rental Checkout Form

Resident Access Card must be verified at check-in and check-out

Name of Renter: _____ Access Card #: _____ Date of Event: ____/____/____

Time of Event: _____ Rental Card Issued: _____ Alarm Code Given: _____

Family Pool Addendum time period: _____ Number of Attendees Pool: _____ Wrist Band Color: _____

I acknowledge receipt of the alarm code and instruction on usage: (Signature: _____)

Staff will complete the check off sheet following completion of rental.

Not Completed	Check Off Item
	Resident/Renter present for the duration of the rental.
	All Rivercrest CDD Rules and Regulations followed by all attending.
	Facility vacated by checkout time.
	No decorations on walls, window dressings, fans and ceilings. No Confetti or Piñatas.
	Gates, doors and bathroom doors not propped open.
	Warming only of food, no cooking of food.
	Only beer and wine will be allowed inside the Community Center Room. No glass containers are permitted outside of the Community Room.
	Pool if used by group must comply with agreement and rules and regulations.
	No smoking in the Clubhouse and smoking only in approved areas.
	Amenities and exterior area and furniture may not be used exclusively for party purposes they are for the community's use. Exception only with prior management approval.
	All trash and decorations removed from facility.
	Stove, microwave, refrigerator and freezer cleaned with nothing left inside.
	Sink is clean and garbage disposal is empty.
	Trash placed in dumpster with new bags in receptacle using proper procedures.
	Counters and cabinets clean and empty.
	Flat screen and blue-ray player and inspected and in original condition. No cables disconnected.
	Music and noise kept at reasonable level.
	All operational controls accounted for and in original condition
	Alarm disarmed properly with no false activation.
	Thermostat untouched and secure.
	No damage caused to facility.
	Rental key returned.

Should there be any damage or rule violations, please describe:

If needed additional comments may be written on back of this form.

Staff should document all rule violations with photos when possible. Deductions may be made for any failure to complete items on checklist, rule violations, or damage. Final decisions on deposit refund or damage charges are at the Board of Supervisors and Management's discretion.

Staff Member: _____ Date: _____