

**COLUMBIA VILLAGE OWNER'S ASSOCIATION
MEETING ROOM RENTAL AGREEMENT**

DATE OF EVENT: _____ TIME: _____

REQUESTED BY:
NAME: _____
(Must be Columbia Village Resident in good standing)

ADDRESS:

PHONE: _____
Home Work Cell

EMAIL: _____

PURPOSE OF FUNCTION: _____

NUMBER OF GUESTS: Adult Residents: _____ Child Residents: _____
Adult Non-Residents: _____ Child Non-Residents: _____

TOTAL # OF GUESTS: _____

INDICATE OUTSIDE FIRMS WHO WILL BE SUPPLYING SERVICES:

NAME	PHONE
_____	_____
NAME	PHONE
_____	_____

OFFICE USE

DEPOSIT

(Refundable)
Security Deposit \$ 300.00

(Non-Refundable)
15 or Less Guests \$ _____

16 to 25 Guests \$ _____





TOTAL PAID: \$ _____

REFUND (Security Deposit Amount
Less Cleaning or Any Other Damage)

Security Deposit \$ 300.00
Less Carpet Cleaning \$ _____
Less General Cleaning \$ _____
Less Other \$ _____
Less re-keying of doors \$ _____

REFUND:
TOTAL \$ _____

DISCLAIMER: COLUMBIA VILLAGE OWNER'S ASSOCIATION IS NOT RESPONSIBLE FOR LOST, DAMAGED OR STOLEN PROPERTY OF APPLICANT, GUEST, OR PERSON(S) CONTRACTED BY APPLICANT FOR THIS ENGAGEMENT. PLEASE ADVISE MEMBERS OF YOUR GROUP TO BE CAUTIOUS AROUND ALL FACILITIES AS THE COLUMBIA VILLAGE OWNER'S ASSOCIATION AND ITS HOMEOWNERS SHALL NOT BE HELD LIABLE FOR ANY PERSONAL INJURY.

-  I have read the Meeting Room RULES FOR USE which are incorporated herein, and agree to comply fully with all provisions.
-  I am responsible for cleaning costs of the facilities and for all damage that should occur as a result of the above requested function. I am also personally responsible to see that the Meeting Room facilities are secured (doors, windows, etc.) before leaving the premises.
-  In the event that any controversy should arise under this Agreement, I agree to pay to Columbia Village Owners Association reasonable attorney fees incurred by Columbia Village Owner's Association.
-  I agree that if I have more guests than what is listed on my reservation and/or if I use the main room, pool or pool areas, racquetball court or weight room, I will forfeit my entire security deposit.

By signing this Agreement, you acknowledge and agree to all the above terms and conditions.

DATED: _____ APPLICANT: _____
PRINT NAME SIGNATURE

APPROVED BY: Columbia Village Owner's Association

BY: _____
AGENT

COLUMBIA VILLAGE OWNER'S ASSOCIATION

MEETING ROOM "RULES OF USE"

The meeting room of the Columbia Village Recreation Center is not open for general member use, unless prior arrangements are made with the Rec Center office, HOA Board or its authorized agent. This room and kitchen area can be reserved for pre-arranged meetings, community, or family functions. The main room, racquetball court, weight room and pool area can not be reserved by any member for exclusive use or used with meeting room rental. All questions, requests and complaints regarding use of the Meeting Room shall be directed to the Rec Center office, HOA Board or its authorized agent for proper direction and solution. All Applicants of Recreation Center must abide by the Association Rules, including but not limited to the following:

1. Legal residents (Columbia Village Members & Tenants) in good standing have the right and privilege to use the Recreation Center during regular hours, when available, and are subject to these rules. Execution of "Meeting Room Rental Agreement" by the Applicant and Recreation Committee or its authorized agent shall constitute confirmation of a reserved date for use of the Meeting Room. Deposit must be paid in full when submitting the Agreement.
2. FEES:

Refundable Security Deposit	\$300.00
Non-Refundable Deposit	\$ 25.00 (15 persons or less in attendance)
Non-Refundable Deposit	\$ 40.00 (16 to 25 persons in attendance)

If you have 15 or less persons in your party, the reservation can be approved at the recreation center office.
If you have 16 to 25 people in your party, the reservation must be approved by the Columbia Village Board.
3. Set-up and take down is the responsibility of the party hosts.
4. All rubbish to be removed from premises. You must supply your own trash bags & cleaning items. There is a vacuum on site.
5. All interior glass doors to be cleaned of fingerprints!
6. All lights to be turned off after each function.
7. All doors to be locked upon conclusion of party.
8. Front entrance door to remain unlocked and unrestricted during the party use with exceptions to pool and main room area.
9. Bathing attire and/or wet clothing is not permitted in Meeting Room.
10. Party or event must be completed (facility closed to guests) by 10:00 p.m.
11. Music, or amplification provided by recordings must be confined within the Meeting Room and be kept to a level that does not cause stress for the other homeowners. Any party causing stress among homeowners which results in verbal complaints or visits from the police department will cease immediately. Speakers must stay inside. Need to conform to Boise City Noise Ordinance.
12. Principal resident reserving Meeting Room must personally be in attendance at meeting room event at all times.
13. Personal equipment or property must be removed immediately following conclusion of party or event to avoid loss, damage or theft. The Columbia Village Owner's Association and its authorized agent are not responsible for equipment or property brought to or left on premises.
14. OCCUPANCY OF MEETING ROOM IS LIMITED TO 25 PERSONS.
15. NO ALCOHOL OR SMOKING IS ALLOWED ON PREMISES.
16. Any misrepresentation under the Rental Agreement is subject to forfeiture of entire deposit.
17. Meeting Room must be returned to its original condition.
18. Applicant is liable for all damages incurred regardless of amount.
19. Keys must be returned no later than the next business day (Mon-Fri) following use. If keys are not returned by this date and/or are lost, security deposit will be used to pay all costs of re-keying locks.
20. When renting this meeting room you do not have access to the racquetball court, pool or main recreation center area. The reservation is for the meeting room and kitchen area of the recreation facility only.