



Columbia Village Owners Association Recreation Center Rental Agreement

Columbia Village Owners and Tenants in good standing ("Members") have the right and privilege to reserve the Recreation Center multi-purpose room located at 3655 E. Lake Forest Drive, Boise, ID 83716. The Member renting the multi-purpose room accepts responsibility for the rental, must attend the entire event, and abide by the Association Rules. Any homeowner who violates this agreement or fails to comply to the cleaning policies herein may result in loss of privilege to reserve the multi-purpose room. Columbia Village Owner's Association ("CVOA") Board reserves the right to modify this rental application at any time.

1. MEMBER INFORMATION:

Member name: _____ Today's date: _____

Address: _____ Key Card #: _____

Email address (if you would like to receive email confirmation): _____

Phone numbers (day and evening cell): _____

Rental check number/amount paid or card transaction number (NON-Refundable): _____

Cleaning Deposit check number (\$150): _____

2. RENTAL INFORMATION & USAGE FEES:

\$40 (½ day) // **\$80** (full day)

Day of week: _____ Date of Event: _____ Hours reserved: **5am-3pm // 4-10pm // All Day**

(All events must end at scheduled time. Please allow time for cleaning. Alarm automatically activates at 11pm)

Date of walk-through or security footage review: (Office will fill in) _____

Purpose/type of event: _____

Number of persons attending event (no pets of any kind allowed): _____ **Initial**

Will alcohol be served?* YES / NO _____ **Initial**

*Requires proof of homeowner's insurance policy and "host liquor liability" proof in the insurance policy.
Absolutely NO selling of alcohol permitted (including cash bars).

3. IMPORTANT INFORMATION FOR EVENTS WITH PERSONS UNDER 21. CVOA prohibits the possession or consumption of alcohol by persons under the legal drinking age of 21. Alcohol is not permitted at events where the majority of guests are under the age of 21. For events where the majority of guests are under the age of 21, admission is by invitation only, and guests who leave the facility will not be permitted to re-enter. Guests must also remain inside the multi-purpose room throughout the event – they may not congregate in the parking area. Events with guests under the age of 21 must include one adult chaperone for every eight underage guests.

_____ **Initial**

4. LIABILITY RELEASE & REFUNDABLE DEPOSIT:

The Columbia Village Recreation Center has undergone significant improvements in order to offer residents a suitable place for private gatherings. In order to maintain this quality facility for all Members, the Recreation Center multi-purpose



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room will be inspected for damage and proper clean-up after each rental. If there are damages or other poor conditions discovered prior to your rental, it is important that you notify the facility manager at (208) 323-1080 (leave a voice mail if necessary) and **photograph the condition that you observed before your event begins**. Email photograph to cbrockl@sentrymgt.com for verification. _____ Initial

A \$150 refundable deposit is required for all rentals to cover the cost of any clean-up.

Homeowners assume FULL liability for all cost to repair, replace, or clean any damages, theft, or incident during their reservation. Any costs will be billed to Homeowners Associations Dues for reimbursement and may result in further costs to homeowner if not paid. _____ Initial

Deposits and rental fees are due at time of making the reservations. Cost of the rental room is non-refundable and may be tendered via credit or debit card or by check. The \$150 refundable cleaning deposit must be a separate check. Reservations are first-come first-serve and any reservations made without payment & deposit are subject to cancellation without notice.

Important: Please note that Members will be held financially responsible for all breakage, damage, or clean-up expense resulting from the event. Homeowners assume liability for any & all expenses or damages caused by use of room by renters with keycard access. *For return of the \$150 cleaning deposit you MUST complete the included clean-up checklist and deposit it in the Rec. Center office drop-box.* _____ Initial

5. DECORATIONS:

Decorations **MUST** be approved in advance by the Recreation Center Manager to assure no damage to the multi-purpose room results from their use. **Absolutely no tape, tacks, screws, brads, or staples will be affixed to the walls, doors, woodwork, ceiling, or furniture. Balloons, streamers, and other decorations may ONLY be attached to Map Rails along top of wall. Any items affixed to the map rail must be removed at the end of the rental. Failure to follow this rule will result in an automatic loss of the \$150 cleaning deposit.** _____ Initial

Members renting the Recreation Center multi-purpose room should ensure all guests respect the facility to avoid actions that risk any damage to it. Should damage occur, the Member will be billed the total cost of any repairs needed. _____ Initial

6. USE OF KITCHEN:

The Recreation Center is equipped with a kitchen for use by those persons renting the multi-purpose room who wish to serve food and/or beverages. The kitchen should only be used for food warming/serving. It is not equipped or approved for commercial food preparation and is not to be used for that purpose.

Users will be expected to leave the kitchen in the same condition in which it was found. Failure to do so will result in the loss of cleaning deposit. It should be noted that the kitchen facilities are subject to ADA County Health Department inspection and certification, and failure to meet Health Department standards can result in its being closed. _____ Initial

7. REQUIRED CLEAN-UP:

CVOA is committed to keeping the Recreation Center in the best shape possible for all Members. Members using the facility must complete the following checklist before leaving to ensure the multi-purpose room meets appropriate guidelines. If the cleaning checklist is not completed, initialed, and left in the Recreation Center office drop box or the multi-purpose room is found not restored to its pre-rental condition upon inspection, your deposit will be forfeited to cover cleaning costs. _____ Initial



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During the rental period, the Member will have exclusive use of the multi-purpose room and kitchen only. This rental agreement does not include the racquetball court, pool, fitness room, or Recreation Center common area.

The Member and their guests are welcome to use the pool area and deck, but use of these areas may not interfere with the enjoyment of these areas by any other user(s). Please dry off before entering the club house from the pool area.

1. All activities in the Recreation Center must end by 10:00pm and the Recreation Center vacated prior to 10:45pm. (Member keycard only permits access until 10:45pm)
 - *Members will be billed for any security false alarms caused by member or their guests being on site after 11:00pm.*
2. Members and their guests will not congregate in the parking lot to prevent disturbing neighbors with light, noise, music, etc.
3. Music or amplified recordings must be confined to the multi-purpose room and kept to a minimum level to avoid complaint (must comply with City of Boise Noise Ordinance).
4. Personal equipment or property must be removed immediately following the rental period to avoid loss, damage or theft. CVOA and its authorized agents are not responsible for equipment or property brought to or left on premises.
5. NO pets of any kind are allowed in the Recreation Center.
6. NO SMOKING or VAPING in or around the Recreation Center.
7. If prior to the rental date the Member ceases to be a member in good standing of the Association, this agreement will be cancelled and payment is forfeited.
8. The Member agrees that all costs incurred by CVOA as a consequence of the Member's rental of the Recreation Center multi-purpose room, including cleaning, repair, or other costs shall be charged to the Member account with the HOA as an administrative fee, and payable by the Member as part of his or her homeowner assessment. Members who rent residences in Columbia Village agree to be personally liable for the above costs and fees.
9. The Member agrees to hold harmless, defend and indemnify the Columbia Village Owner's Association Board Members; and the Association's managing agent for any and all claims for damages to persons and property arising from the use of the Recreation Center, the multi-purpose room, pool, and grounds by the undersigned, his or her guests and invitees.

I, _____, have reviewed the rental agreement for Columbia Village Recreation Center multi-purpose room and agree to accept and abide by these regulations and those of Columbia Village Owner's Association.

Signature of Member

Date



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RECREATION CENTER CLEANING CHECKLIST

This checklist MUST be completed, initialed, and left in the Rec. Center office drop-box (located at the window of the office across the gym door) in order for the renting Member to receive their refundable cleaning deposit. You must sign and date at the bottom. Failure to leave this checklist, or if the room is found in inadequate conditions, will result in the automatic loss of the \$150 cleaning deposit.

- All furniture & furnishing must remain in the clubhouse and be returned to their original location after use.
_____Initial
- Chairs and tables stored in rental closet (if utilized) returned neatly to their locations as photographed.
_____Initial
- If kitchen is used, countertops, sink, range, refrigerator, & microwave must be washed and wiped clean.
_____Initial
- Clean all smudges/fingerprints and handprints from doors, walls, & windows.
_____Initial
- Turn off all lights, stove, televisions, and ensure that all windows and doors are locked prior to leaving the multi-purpose facility.
_____Initial
- Check that you've returned TV cables, if utilized, backing to the storage drawer and placed the CD player back under the accent table.
_____Initial
- Clean the bathrooms as necessary. All paper towels should be placed in trash can. *please clean excessive soap from countertop if guests are responsible for mess.
_____Initial
- Vacuum and spot clean carpets.
_____Initial
- Mop tile floor in hallway and kitchen.
_____Initial
- Remove ALL trash from premises. You may use the bins during your event however garbage must be taken with you for disposal.
_____Initial

Thank you for choosing our Columbia Village Multi-Purpose room for your event! Please make a note for us if we've run out of a cleaning supply or if you have suggestions that might make this experience even better for future use.

Signed: _____ Date/Time _____



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FOR OFFICE USE ONLY

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Date of walk through: _____	Check number/amount paid: _____ / _____
Pre-Event Inspection Completed <input type="checkbox"/> YES <input type="checkbox"/> NO	Areas of concern: _____

Post-Event Inspection Completed <input type="checkbox"/> YES <input type="checkbox"/> NO	Areas of concern: _____

Security Deposit Returned <input type="checkbox"/> YES <input type="checkbox"/> NO	_____ (date)
Other _____	_____