



Columbia Village Owners Association Pioneer Room Rental Agreement

Columbia Village Owners and Tenants in good standing ("Members") have the right and privilege to reserve the Recreation Center Pioneer room located at 3655 E. Lake Forest Drive, Boise, ID 83716. The Member renting the Pioneer 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 Pioneer 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: \$100.00 Rental full day \$50.00 (Non-Refundable Cleaning Fee)

Day of week: _____ Date of Event: _____ **Hours 7am- 9pm**

(All events must end at scheduled time 9:00 PM. Please allow time for cleaning. Alarm automatically activates at 11pm)

Purpose/type of event: _____

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

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 shall not be permitted to re-enter. Guests must also remain inside the Pioneer Room throughout the event. The parking lot and pool are not areas guests may congregate in. 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 Pioneer Room will be inspected for damage and 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 photographs to cbrockl@sentrymgt.com for verification.** _____ **Initial**

A \$150 refundable damage deposit is required for all rentals.



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Homeowners assume FULL liability for all cost to repair, replace, or clean any damages, theft, or incident during their reservation. Any costs that exceed the \$150.00 damage and cleaning deposit will be assessed and billed to the homeowners as a limited assessment, and added to the homeowners Account. _____ **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 check. The \$150 refundable cleaning deposit must be a separate check. Reservations are first-come first-serve and any reservations may not be made without payment. Payments that bounce or do not clear will result in immediate cancellation without notice. _____ **Initial**

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 a **clean-up checklist** must be filled out and deposited in the Rec. Center office drop-box.* _____ **Initial**

5. DECORATIONS:

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**

6. MEMBERS ARE RESPONSIBLE FOR GUEST ACTIONS

Members renting the Pioneer will ensure all guests respect the facility to avoid actions that risk any damage to it. Should damage occur, the Member will be assessed the total cost of any repairs required. _____ **Initial**

7. USE OF KITCHEN:

The Recreation Center is equipped with a kitchen for use by those persons renting the Pioneer 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. _____ **Initial**

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**

8. REQUIRED CLEAN-UP:

Members using the Pioneer Room must complete the attached checklist before leaving to ensure the room has been returned to cleaning standards. If the cleaning checklist is not completed, initialed, and left in the Recreation Center office drop box, **your deposit will be forfeited.** _____ **Initial**

9. LIMITATION ON RENTALS PER MONTH:

Members are limited to two (2) weekend dates each month. Members may not rent more than two (2) weekend dates each month. These days include Friday, Saturday, and Sunday.

10. NO USE OF POOL BY NON-RESIDENTS:

The pool and other facilities are not included in the rental of the Pioneer Room. If anyone using the Pioneer Room for a rental allows guests or other people into the pool area, or access the pool through the back door, the deposit shall be forfeit, and access to the CVOA amenities will be terminated until homeowner appears before the board, and a reactivation fee of \$30.00 is paid to reactivate access to CVOA amenities. _____ **Initial**



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

1. All activities in the Recreation Center must end by 9:00pm and the Recreation Center vacated prior to 9:00 pm.
 - *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 Pioneer 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 Pioneer Room above \$150.00, including cleaning, repair, or other costs shall be assessed to the Member, and added to the Member's account as a limited 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 Pioneer Room, and grounds by the undersigned, his or her guests and invitees.
10. The attached 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 damage deposit. **If your checklist is not returned the deposit check will be cashed and the entire deposit forfeit.**

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. **If your checklist is not returned the deposit check will be cashed and the entire deposit forfeit.**

- All furniture & furnishing must remain in the Pioneer Room 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
- 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 Pioneer 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 _____

FOR OFFICE USE ONLY	
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 _____	_____