

Currently, the Board of Directors is not authorizing any rentals or reservations for rentals. 6/2/2022

July 24, 2012, SOCA Board approved, amended July 19, 2015, amended March 28, 2016, amended October 24, 2016, amended June 28, 2017, amended July, 2019, amended November 2019

**SNOWDEN OVERLOOK COMMUNITY ASSOCIATION
RENTAL AGREEMENT HOLDER RESPONSIBILITIES**

___The Agreement Holder is responsible for attaining the front door pass card. The Agreement Holder is responsible for the return of said pass. Put pass into the mail slot on office door.

Pass number_____

___The Agreement Holder executing the Rental Agreement must be in attendance during said activity and adhere to the hours and rules on Rental Agreement and the following:

___The paid rental period must include setup and cleanup time.

___No cooking allowed in Clubhouse including Banquet Room. Stove top, oven and microwave may be used ONLY for reheating of food. Coffee machine and clubhouse supplies, utensils and equipment may not be used by renters. No candles can be used that are not in glass containers.

___No tape can be used on the walls to put up decorations, and balloons must be removed after your party. No decorations are to be attached to the bushes or trees outside of the Clubhouse or in the Terrace Room (awning area) or patio area.

___Parking is limited to Dried Earth Blvd. and the Clubhouse parking lot and is not to extend into private neighborhoods.

___No children are allowed in the fitness room at any time. Children need to be monitored at all times for safety reasons as the clubhouse is not "child-proofed".

___No food or beverages are allowed in the theater.

___No smoking is permitted in the Clubhouse or the Terrace Room (covered upstairs patio area).

___Terrace Room curtains must be left as found and may not be

rolled up or down. Terrace Room heaters are not available for renters' use.

____All events/activities AND CLEANUP MUST end at the conclusion of the Rental Period and the building and premises vacated by guests AND CATERERS. All night functions must end by 11:00 pm and guests are requested to leave quietly so that neighbors are not disturbed.

____Remove all trash from club room, both lavatories and kitchen. All trash must be taken off Snowden Overlook property with renter. **Clubhouse outdoor trash bins are not to be used.** Use heavy duty trash bags. Wipe up any spills and sweep floors. (Broom and dustpan and small vacuum cleaner are in coat room closet).

____If permission was granted to use upstairs and /or downstairs refrigerator, remove all personal belongings and all items from refrigerator.

____Restore furniture to its original placement. All folding chairs, tables and equipment shall be returned to proper storage area and placed in correct position. Under no circumstance shall chairs, tables, or other equipment belonging to the Association be removed from the clubhouse. **NO TABLES OR CHAIRS MAY BE SET UP EXCEPT IN RENTED BANQUET ROOM.**

____Lights, fireplace, fans, etc. are to be turned off and doors locked. Return pass to office door mail slot.

Clubhouse is under 24-hour camera monitoring.

RENTER, please initial all and sign
SIGNATURE _____

OFFICE MANAGER SIGNATURE _____
DATE _____