



So much. So close.

Fall Creek Conference Room Rental Policy – Resident Use

2019 Revision

Fall Creek Conference Room Rental Application – Resident Use

First Name: _____ Last Name: _____

Company Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Tel (H): _____ (C): _____ Amenity ID #: _____

E-Mail Address: _____ Fall Creek Resident: Yes / No

Please describe the purpose of your event: _____

Event Date: _____ Start Time: _____ End Time: _____ Est. Attendance: _____

Food/Beverage Present? Yes / No Caterer Present? Yes / No Alcohol on Property? Yes / No

Payment Information (checks payable to "Fall Creek HOA"):

Check #1: Deposit- Refundable per terms and conditions listed in contract

Security Deposit: Amount: \$100.00 Check #1: _____

Check#2: Fees – Non-refundable per terms and conditions listed in contract

Rental Fee:

\$30.00/per hour (Hours of reservations: Mondays – Fridays, 9am-5pm. Excludes Holidays.)

Total Hours: _____ Amount \$ _____

Cleaning Fee:

Amount: \$15.00

Beverage Service: (Coffee, soda beverages, and water)

\$10.00/per hour

Total Hours: _____ Amount \$ _____

Check #2: _____ (Internal Info - Date Sent to Corp.: _____)

Fall Creek will officially reserve the facility subject to availability, the checks for all deposits and fees made payable to Fall Creek HOA are received, and the rental agreement is signed.

Conference Room Rental Agreement

This AGREEMENT is made between Fall Creek HOA, hereinafter called “Fall Creek” and the undersigned Fall Creek homeowner, hereinafter called “HOMEOWNER”, “RENTER”, or “RESERVING PARTY”.

Conference Room Rental Hours

The conference room is available for use Mondays - Fridays, 9am – 5pm (for private use).

Conference Room Rental Fees

The following deposits and fees are required for conference rental. These do not include potential fines if requirements set forth by this agreement are violated:

- Deposit - \$100
- Cleaning Fee - \$10
- Reservation Cost - \$30/hour
- Beverage Service - \$10/hour (Includes: water, coffee, and soft drinks)

***Alcohol is not permitted**

Conference Room Rental Cancellation Policy

Reservations for use of the Fall Creek Clubhouse Conference Room are made on a first-come, first-served basis in advance the date of planned use. Two separate checks, the security deposit and the rental fee & cleaning fee, and Beverage Service Fee must be paid at the time the Rental Agreement is signed. All deposits are due upon reservation. If the Homeowner cancels the reservation within 8 days of the scheduled use, the security deposit will be returned and the rental fee, cleaning fee, and Beverage Service Fee will be refunded minus a \$20.00 cancellation fee.

If the Homeowner cancels less than 8 days in advance of scheduled use, the security deposit will be returned and other amounts rental fee, cleaning fee, and Beverage Service Fee will be refunded minus a \$30.00 cancellation fee.

Conference Room Access

Upon signing of the Conference Room rental agreement and submittal of required payments to the property management company, temporary access will be assigned to the person named on the agreement and entrance can be made using the Resident ID card for up to 30 minutes prior to rental and 30 minutes after during the hours listed in this contract. However, please keep in mind that set up, event, and cleanup **MUST** occur during reserved time.

All reservations are subject to the approval of the Fall Creek Board of Directors. Homeowners whose accounts are past due are ineligible to reserve and/or rent the Clubhouse Conference Room. The Fall Creek Board of Directors reserves the right to decline reservations to any person for any reason. The Fall Creek Board of Directors reserves the right to cancel a reservation at any time. The Fall Creek Board of Directors will make its best effort not to cancel a reservation. In the event of such cancellation occurs, the rental fee and deposit will be returned to the Homeowner for the time of the scheduled. The Homeowner has the exclusive use of the Clubhouse Conference

Room and the non-exclusive use of the parking lot and trash dumpster. This does not include the use of the swimming pool, pool area, fitness room, kitchen, common area outside, or clubhouse room. Please keep in mind if you rent the clubhouse conference room during swimming pool season there may be a large amount of traffic entering and exiting the clubhouse parking lot and this may not be a good location if you wish to have no distractions.