

**RIDGEFIELD HOMEOWNERS' ASSOCIATION
RECREATION CENTER RESERVATION APPLICATION AND AGREEMENT**

The undersigned, _____, owner, (hereinafter "Member") residing at _____ North Ridgeville, Ohio, phone # _____ and the Ridgefield

Homeowners Association, (hereinafter "Association") do hereby agree: Activity Room rentals may be made only by a member in good standing. The Recreations Center is a private facility owned by the Association. As such, any functions which are expressly for the general public or are advertised outside the Ridgefield development are not allowed.

Rental Day(s) & Date(s): _____ Purpose _____

Member has read and agrees to comply with the terms of this Agreement, including the *Ridgefield Recreation Center Rules and Regulations* thereto which *Rules and Regulations* are incorporated herein by reference, including, but not limited to the following:

- The Recreation Center, including the entire pool area, is a smoke-free/vaping-free facility. Smoking/Vaping is limited to the designated area outside the front entrance to the Recreation Center.
- The consumption of food and/or drink outside the Activity Room, in parked cars, and/or in the parking lot is prohibited.
- Rental of the Activity Room does not include access to the Fitness Room, Pool Area/Deck, or Pool Pavilion.
- Two (2) adult chaperones must be present for the entire function for every ten (10) persons under the age of 18 years.
- The maximum allowable capacity of the Activity Room is 350 people.
- An Accident/Incident Report (located in the black rack in lobby) should be completed for any accidents or injuries occurring during the rental period. Leave the form with the "Clean-Up" Checklist on the clipboard for the Rec Center Manager. A First Aid Kit is behind the front counter in the lobby and an AED (Automated External Defibrillator) is on the wall near the front door.

Decorations & Signs

- Only battery-operated candles are permitted.
- Using tape, tacks, nails, hooks or any type of adhesive on Activity Room tables, windows, walls, wood trim, light fixtures, and beams is prohibited.
- Hanging signs or decorations from fans, ceiling, beams, walls, potted plants, or light fixtures is prohibited. Permanent hooks have been placed around windows for lightweight decorations.
- Decorative confetti, beads, or glitter are prohibited. Balloons are allowed if weighted and tethered to tables or floor.
- Tables must be covered with plastic or cloth.
- Signs and balloons directing guests to the function should not be attached to street signposts or other permanent signs. All signs at the Ridgefield entrance, street corners, and the Rec Center driveway must be removed immediately after the function.

Walk Through, Set Up and Clean Up

Member agrees to do a walk through of the facility with the Recreation Center Manager or Assistant Manager not less than five days before the function.

Member agrees to be present at all times during the function, including the set-up and the clean-up.

After the rental, the facility will be inspected to ensure that no damage has occurred and it has been cleaned to the specifications in the walk through. The member is responsible for:

- turning lights and fans off
- cleaning and storing any kitchen items used
- removing food and beverages from the refrigerator and kitchen
- removing table covers and all decorations
- washing countertops & sink; running garbage disposal
- returning tables and chairs to the storage area; stacking chairs no more than 6 high
- bagging and removing all garbage, trash and recyclables to containers outside the kitchen
- locking the facility

Rental Hours

The Activity Room is available for rent from 9:00 AM to Midnight. Everyone must vacate the premises by midnight.

Security Deposit

The member understands and agrees that the security deposit may be applied to cleaning costs and to damages to Association property, facilities and equipment caused by member, member’s family and/or guests (invited or uninvited) during the rental period. **The member will be charged a minimum of one hour of cleaning at a rate of \$50.00 an hour.** Repair or replacement costs will be determined by the Recreation Center Management. The member’s responsibility is not limited to the amount of the security deposit. Cleaning costs and damages in excess of the security deposit will be charged to the member within 10 days following the scheduled function or as soon as possible. The member further understands and agrees that if the charges for cleaning costs or damages are not paid in full within 30 days after the date of the invoice for said cleaning costs or damages, the member shall lose all Association privileges and the Association may take legal action against the member to recover such cleaning costs or damages.

Waiver of Liability

The member understands and acknowledges that he/she is responsible for all actions, negligence (intentional or unintentional) of family members, guests (invited or uninvited) while on RHA property. The member is responsible for his/her own sobriety, the sobriety of family members, and guests (invited or uninvited). The member relieves the Association of any liability for his/her own actions, family members, and guests, as if the function were held in the member’s own home. The member agrees to indemnify, defend and hold the Association harmless from any and all claims, actions, cause of action, or liabilities arising out of, related to or as a consequence of the function. The member acknowledges that the Association’s insurance does not insure him/her, family members, and guests (invited or uninvited), for negligence, intentional misconduct or other actions. The member should make his/her own arrangements for insurance. The Association is not responsible for any damage or loss of any personal property during the rental period.

COVID Waiver

Resident must sign current Acknowledgment of Covid-19 Assumption Of Risk And Indemnification Agreement. Resident is responsible for mask wearing and social distancing.

Special Charges

- When alcoholic beverages are served and 75 or more guests are anticipated, the Recreation Center Manager will hire a security service. The cost to the member is the current hourly rate, as indicated in the contract, from the beginning of the function until the facility is locked by the member and security guard.
- When food is served or stored in the storage room, member will pay an extra cleaning fee as indicated in the contact. The cleaning service will clean the storage room floor and store all the tables and chairs.
- When the member wants to set up for the function the day or evening before, they may do so, providing no other activity is already scheduled. **This is limited to setting-up ONLY.**

Cancellation

If a function must be cancelled, the member should notify the Recreation Center Manager or Assistant Manager as soon as possible. The member agrees to pay a cancellation fee of \$25.00 if the rental of the Activity Room is cancelled less than 30 days before the scheduled event. If the Activity Room is re-rented for the same day, the cancellation fee will be returned to the member.

Rental Fee Schedule

| | | | |
|-----------|--------|---------------|----------------|
| 1 to 74 | people | \$ 195 rental | \$ 250 deposit |
| 75 to 124 | people | \$ 275 rental | \$ 250 deposit |
| 125+ | people | \$ 355 rental | \$ 250 deposit |

The member must write one check from his/her own checking account made out to the Ridgefield Homeowners Association for the rental, security deposit, and any special charges.

\$ _____ Rental Fee (Based on above rental fee schedule)

\$ 250.00 Security deposit (\$250.00)

\$ _____ Special Charge for Security Service (_____ hours x \$35.00 per hour [subject to change])

\$ _____ Special Charge for cleaning storage room floor and storing all tables and chairs (\$75.00)

\$ _____ Total, Check # _____

The undersigned member agrees to abide by the conditions set forth in this agreement and those set forth in the *Ridgefield Recreation Center Rules and Regulations*.

Name RHA Manager or Assist. Manager (PRINT)

Name RHA Member (PRINT)

Signature RHA Manager or Assist. Manager Date

Signature RHA Member Date