

Ridgewood Village Condominium

Request Community Center Rental

Community Center Hall Usage Agreement

I, _____ wish to reserve the hall for _____ between the hours of _____ and _____ with the agreement that I am responsible for the care and cleanup of the hall during and after the event.

I will be on the premises during the entire event. I have paid a usage fee of _____ and a cleaning deposit of _____ on _____. (*non-refundable usage fee of \$100 is charged for "FOR PROFIT" events.* My cleaning deposit will be returned to me after an inspection of the hall has been completed and or any personal checks have cleared the bank. Reminder: **This is a SMOKE Free Hall.**

No Smoking is allowed and you will be responsible for any smoker-related damage.

Use the checklist below to assist in the cleanup of the hall: (to be completed after the event).

- Wash, fold and place tables in same position as found and neatly against the wall
- Stack chairs neatly along wall.
- Take down all decorations, INSIDE AND OUTDOORS. (**DO NOT** attach screw tacks to windows.
- Vacuum floor (tiled and carpeted area). Any spill on carpet area must be cleaned
- Wash floor in kitchen area.
- Kitchen area, including counter top, sink, stovetop, oven, refrigerator, cabinets drawers have been cleaned.
- All trash has been removed from the premises and disposed of properly.
- Bathrooms are left in a tidy order.
- Make sure all doors and windows are **LOCKED** prior to your departing the premises
- Remove all signs/balloons from outside poles, etc.
- Set refrigerator to number "**1**" before leaving.
- Leave the thermostat at 58 degrees during winter months before leaving. V fold and place tables in same position as found and neatly against the wall.
- Alcoholic beverages may be served (only persons over 21 years of age or older the unit owner renting the hall is responsible for all guests and persons in attendance. The Association assumes no responsibility or liability for same.

PARKING IS ALLOWED ON ONE SIDE OF THE STREET ONLY

HALL RENTAL DOES NOT INCLUDE USE OF POOL

DO NOT DOUBLE PARK AS TRAFFIC WILL BE TOO RESTRICTED

Resident Signature

Date

Resident Address & Unit #

Home Phone Number

Complete the form after the cleanup is done, drop form and keys in 124 Outer Dr

Walk through initials _____ **date** _____

Ok to return deposit Yes _____ No _____

(reason) _____