



## Clubhouse Rental Agreement

The Clubhouse is available to rent for residents/pool members hosting private parties or meetings. Private Party/meeting dates may be reserved by e-mailing or calling the District with the date you are looking to rent the Clubhouse. You can also view the calendar on our website, and see if the dates you want to rent are available. Once a date is determined, this agreement, a deposit (when required), and the cost of rental must be sent to the District within 3 working days. An e-mail will be sent to you confirming the rental date once the check is received. No private parties/meetings will be scheduled for Memorial Day weekend, the Fourth of July, and/or Labor Day weekend.

All reservations are on a first-come basis. Cost of rental and deposit (when required) must accompany this Clubhouse Rental Agreement. Parties/meetings must be arranged a minimum one week in advance with the District or with pool staff in the summer. Only one party/meeting per day is allowed to reserve the Clubhouse. **Agreement is for the Clubhouse rental only, not the pool area.** If you wish to rent the Clubhouse and the pool area you must fill out the Pool Party Agreement and pay all fees associated with the pool agreement.

### Cost for Clubhouse Rental to District Members:

Refundable Deposit: \$100.00 (**when required**) - Check made payable to WHMD (Windsor Highlands Metro Districts)  
Rental Cost: \$50.00 (minimum charge) for up to (5) five hours: - Check made payable to WHMD  
Additional Time: \$20.00 per hour. Please make check payable to WHMD

### Days and Hours Clubhouse is available:

Rental Hours: 8:00 am to 12:00 am (Mid-night): Premises must be vacated by the end of time agreed on.  
Club House rental is for up to 5 hours, **this includes your cleaning time.** Additional Time, past the 5 hours is \$20.00 per hour for District property owners/residents/pool members **this must be agreed on before rental.**  
*No private parties/meetings will be scheduled for Memorial Day weekend, the Fourth of July, and Labor Day weekend.*

### Describe the purpose for renting the facility and describe any activities that will be conducted:

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Besides the tables and chairs/tables inside the clubhouse, the District has an additional chairs and tables that are available, stored outside. If additional chairs/tables are needed you will setup any additional tables/chairs (You will wipe off since they are stored outside) that you need or any equipment for your event: When event is over put back any tables/chairs that were used on the racks (CLEAN) and cover with tarp. Renter will need to check the settings of the thermostat for your event and adjust as needed with heat and or cooling. Due to the clubhouse area does not get used all the time and the thermostat defaults back to 55 degrees for heat and 80 degrees for cooling, after 4 hours of being set.

**Items in the Clubhouse:** Refrigerator, stove top, oven and small microwave, see additional items listed below.

(Please wipe down tables before use and after use, they are stacked outside sometimes)

- A. There are 7 small 4 person tables. (32" square)
- B. There are 32 chairs that go with the 32" tables.
- C. There are 4 high top chairs for the bar area.
- D. There are 2 large folding tables (4' by 8').
- E. There are 2 small folding tables. (2' by 4')
- F. There are 18 folding chairs.

*Folding tables and chairs listed above are stored in the ladies room.*

**Date of desired event:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Start Time of desired event:** \_\_\_\_:\_\_\_\_ **Finish time of rental:** \_\_\_\_:\_\_\_\_

**Number of participants/guests attending:** \_\_\_\_\_

**Total Rental Time:** \_\_\_\_\_ (Includes clean up time) **Total Rental Cost: \$** \_\_\_\_\_

I, \_\_\_\_\_ (print name), who for the rest of this form (Clubhouse Rental Agreement) will be known as "Renter" do agree to the following terms and conditions set forth by the Windsor Highlands Metro Districts ("WHMD"), the Town, State and Federal laws and regulations for the purpose of renting the Clubhouse at 6795 Crystal Downs Drive, Windsor, Colorado 80550 for the rest of this document will be known as "The Clubhouse", for private parties.

**Clubhouse Rental agreement for Private Party/Meeting's Policies:**

- Renter must be a District resident/pool member and present at event.
- Rental fee and deposit when required within 3 days of the reservation. (Mailed to District within 3 working days)
- Clubhouse not rented to anyone under the age of (21) twenty-one.
- Reservation for the Private Party/meeting will be confirmed by e-mail after agreement, payment and deposit is received.
- Reservations for a Private Parties/meeting are accepted on a first-come basis.
- The renter making the reservation must also be in attendance for the duration of the party/meeting.
- **Agreement for the Clubhouse rental only, separate agreement and cost for pool area if renting both.**
- If residents/guests from the party use the pool during normal pool hours of operations, residents/guests must check in with guards showing proof of pool membership and or **pay guest fees if they apply.** (Guest limit is 4)
- Premises must be vacated per the agreed time. This includes clean up time.
- The renter will pick up the key or be e-mailed the code to the Clubhouse, (24) Twenty four hours prior to the event. Code is for realtor lock box, right of the door.
- Renter will inspect clubhouse prior to usage and report any issue before party/meeting setup begins.
- Renter will need to check the settings of the thermostat for your event and adjust as needed with heat and or cooling. Due to the clubhouse area does not get used all the time and the thermostat defaults back to 55 degrees for heat and 80 degrees for cooling, after 4 hours of being set.
- ***Renter agrees to limit the number of guests in the Clubhouse to 49.***
- Renter agrees to no smoking of any kind (Cigarettes, Cigars, Hemp, electronic, or vapor) in the Clubhouse.
- \*\* Fire Pit located in windy area, pilot light blows out a lot, does not always work.\*\* Turn on switch hold Flame on pipe. Takes a few minutes to get going. Allow time for this if wanting to use. (Not guaranteed to light all the time)
- The renter is responsible for the clubhouse while in possession of the key or code.
- Use small tacks or push pins to hang decorations. (No tape of any kind on the walls)
- Janitorial services not included with this agreement. **YOU MUST CLEAN UP AFTER EVENT.**
- Any WHMD tables and chairs used in the Clubhouse must be cleaned and restacked in the outside storage area.
- The renter, while in possession of the key/code to the clubhouse, accepts all liability from damage, accidents or injury, which occurs on the clubhouse property, absolving Windsor Highlands Metro District of any and all liability.
- All Windsor Highlands Metro Districts rules are to be observed at all times. The Renter is responsible for informing party/meeting attendees of the rules in this agreement and any rules posted at the Club House.
- Excessive noises are not permitted. Renter is responsible for Excessive noises, if Police are called.
- It is the responsibility of the renter to clean up at the end of the party/meeting. All clean up completed by time agreed on time. The Renter will be responsible for personal belongings left at the clubhouse.

- Food drink may be served and consumed on/in the Clubhouse premises. However, no food or drink is to be consumed within 10 feet of the pool. **No alcohol allowed outside of the clubhouse.**
- If renter serves alcohol at the party/meeting, the renter will adhere to all Town, County, State and Federal regulations of the serving of alcohol. (No alcohol to anyone under the age of 21, all adults must have valid I.D.)
- **No alcohol is allowed outside of the clubhouse or in the pool area. Pool area has different regulations.**
- Any and all damages will be reported to the District, and will be the responsibility of the renter for repairs.
- The renter agrees to reimburse the WHMD for all repairs within (30) thirty days, if deposit does not cover cost.
- The Clubhouse will be cleaned and all trash removed from the District property after the party/meeting. This includes removing all decorations. Cleaning the clubhouse lounge area, the halls to the restrooms, the restrooms, the kitchen, all appliances, floors and the surrounding area including the parking lot if needed. Take all trash to the dumpster in the enclosure on North West side of parking lot.
- Renter agrees to check and turn off all running water and lights before leaving the clubhouse.
- The renter will return the key if issued to the clubhouse the next morning, or drop off key at agreed location.

**Cancellation Policies: (Providing all terms and conditions are met on this agreement)**

- Parties/meetings cancelled prior to (48) forty eight hours before agreed time will be refunded in full. If not within 48 hours rental fee will be retained.
- Parties/meetings cancelled within forty eight hours of agreed time will lose rental cost that was agreed on.
- Parties/meetings cancelled due to extreme bad weather, plumbing, fire and or acts of nature will be re-scheduled or full refund back to the renter.
- There will be no refund if party/meeting is stopped by the police and or the District due to illegal activities or breaking any part of the rental agreement.

**I (“Renter”) agree with the terms and conditions of this agreement:** (Clubhouse Rental Agreement)

Date of rental: \_\_\_\_/\_\_\_\_/201\_\_ Start Time: \_\_\_\_:\_\_\_\_ Finish Time: \_\_\_\_:\_\_\_\_ (Includes clean up time) Total rental Cost: \$ \_\_\_\_\_

**Renter:**

**Windsor Highlands Metro Districts**

Sign: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/201\_\_ Sign: \_\_\_\_\_

Print name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

6795 Crystal Downs Drive (Clubhouse address)

\_\_\_\_\_

Windsor, CO 80550

\_\_\_\_\_

Office Phone: 970 - 223- 5473

Phone Number :(\_\_\_\_\_) \_\_\_\_\_

After Hours Emergency Number: 970-412-1440

E-mail: \_\_\_\_\_

E-mail: [manager@windsorhighlandsmetrodistrict.com](mailto:manager@windsorhighlandsmetrodistrict.com)

# Clubhouse Recommended Cleaning List

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We rely on all renters to clean the Clubhouse after each use; this will help keep the Clubhouse looking good and keep the cost down. We don't use a custodial service to do this work for you, the renter. Please help us keep the Clubhouse looking good. We have made a check list to help guide you on your final cleanup of the Clubhouse. This is a guide line; please make sure all of your messes are cleaned up.

- Remove all decorations.
- Remove all personal belongings.
- Wipe down and clean all counter tops, walls, tables and chairs.
- Put folding chairs/tables back in ladies room storage area or rack in storage area outside of clubhouse.
- Wipe down and clean the sink along with all appliances in the kitchen. (Inside appliances if needed)
- Sweep all floors & vacuum any carpets/runners that are in place.
- Arrange and straighten furniture to original placement.
- Clean bathrooms, including emptying trash and checking to make sure nothing has been changed.
- Remove all trash from premises.
- Take your trash to the large trash container on north/west side of parking lot in fenced area.
- Make sure all water has been turned off in both bathrooms and the kitchen.
- Any floor, wall, carpet stains which occurred during the rental are called to WHMD attention for professional cleaning at renter's expense.
- Turn off all lights.
- Lock and secure all doors to the outside. Please make sure pool gates are closed and lock if used.
- Put key back in lockbox or return key if issued a key.

**Remember this is your Clubhouse, take pride in your amenities; they are an asset to your community.**

**Tear this page off from packet and keep this list.**