



## CLUBHOUSE RENTAL APPLICATION

Return entire form  
(Revised 1.17)

328 Masterson Station Drive  
Lexington, KY 40511  
Phone: 859-246-0911  
Email: [clubhouserentals@mastersonstation.org](mailto:clubhouserentals@mastersonstation.org)

Office Use	
Approved	_____
By	_____
Date	_____

### Renter Information

Today's Date: \_\_\_\_\_

Member Name: \_\_\_\_\_

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

Driver's License # \_\_\_\_\_

Telephone: \_\_\_\_\_  
Day Evening

E-mail address \_\_\_\_\_

*Rentals can only be obtained by individuals 21 years of age or older who are MSNA members or renters of a property in MSNA. The renter must also be current with MSNA dues & in good standing with the Homeowner's Association.*

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### Rental Information & Rules

Function Date: \_\_\_\_\_

Time Requested for doors to be unlocked: From \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Facility use purpose – Party \_\_\_\_ Meeting \_\_\_\_ other (please list) \_\_\_\_\_

1. The rental fee reflects facility use for **six hours**, & this time includes set-up & take down. Any additional time must be requested & approved in advance by the Association & is subject to additional fees.
2. Your rental check will be deposited immediately upon receipt & your reservation will be confirmed by the Association Manager when the check has cleared the bank. Confirmation of reservation will be sent to you via email. If no email provided, Property Manager will call number provided on application. \_\_\_\_ (Initial)
3. All Friday & Saturday night parties must end by 1:00am except on New Year's Eve which must end by 2am. The member is responsible for compliance with noise ordinances. Parties/events with loud music &/or live bands are not permitted.

4. Renters that have their own business\*, such as Avon, Scentsy, Pampered Chef, etc. that rely on home parties to generate product orders may rent the clubhouse to sell their items. The rental may also be reserved by the hostess of such an event. In either case, the home business owner or the hostess must be a resident of Masterson Station. If renter books the clubhouse at a non-business rate and it is determined that products and/or services were sold during the event, or admission was charged to enter the event, the entire security deposit will be forfeited. \_\_\_\_ (initial)
5. The clubhouse renter will provide the security deposit payment & rental fee \_\_\_\_ (Initial)
6. The clubhouse renter has to be in attendance during the entire rental period or deposit is forfeited. \_\_\_\_ (Initial)
7. No access to the pool area or basement is permitted during rentals.
8. The clubhouse is a tobacco-free facility.
9. No alcohol can be sold at an event.
10. No adult entertainment or lewd activities shall be allowed on the premises.
- 11. The clubhouse has a maximum capacity of 100 persons.**

### Rental Period & Fees

There are two rental periods per day – 10am-4pm & 5pm-11pm – to allow for maximum use of the facility. The time between 4pm & 5pm is used for inspection & any needed clean up from the daytime rental.

Any rental that runs over the allotted time will be charged \$50 for up to 30 minutes. If the clubhouse is still in use or being cleaned up beyond the 30 minutes an additional amount equal to the rental fee will be charged. These charges will be deducted from the security deposit. \_\_\_\_ (Initial)

We will charge a \$50 fee for returned checks or stop payment checks. \_\_\_\_ (Initial)

	<b>10am-4pm</b>	<b>5pm - 11pm</b>	<b>Notes</b>
<b>Monday - Thursday</b>	\$60	\$60	All week night parties must end by 11pm
<b>*Business Rate M-Th</b>	\$100	\$100	All week night parties must end by 11pm
<b>Friday -Sunday</b>	\$75	\$150	Nightly rentals can be extended to a maximum of 1am; additional rental time is \$50/hr, & must be paid & scheduled in advance.
<b>*Business Rate F-Sun</b>	\$125	\$175	Nightly rentals can be extended to a maximum of 1am; additional rental time is \$50/hr, & must be paid & scheduled in advance.
<b>Holidays</b>	\$125	\$225	Schedule is listed below

<b>Holiday 2017</b>	<b>Dates</b>	<b>Day of the Week</b>
New Year's Day	January 1-2nd	Sunday-Monday
Martin Luther King, Jr. Birthday	January 16th	Monday
President's Day	February 20 <sup>th</sup>	Monday
Easter	April 15-16th	Saturday - Sunday
Memorial Day	May 27,28,29th	Saturday - Monday
Independence Day	July 4 <sup>th</sup>	Tuesday
Labor Day	Sept 2-4 <sup>st</sup>	Saturday - Monday
Columbus Day	October 9 <sup>th</sup>	Monday
Veteran's Day	November 11 <sup>th</sup>	Saturday
Thanksgiving	November 23 <sup>th</sup> -26 <sup>th</sup>	Thursday - Sunday
Christmas Weekend	December 24 <sup>th</sup> -25 <sup>th</sup>	Sunday-Monday
New Year's Eve & Day	December 31 <sup>st</sup> - January 1 <sup>st</sup>	Sunday-Monday

*NOTE: It is not permitted to have rental times that extend across the two rental periods unless the rental fee for both periods is paid. For example, a Saturday rental scheduled from 3pm to 9pm would cost \$225 (i.e. \$75 for before 5pm + \$150 for after 5pm), a Tuesday rental from 3pm to 9pm would cost \$120 (i.e. \$60 for each period).*

### **Security Deposit**

Standard Deposit: \$300

Deposit for Events with Alcohol: \$500

**Note:** *If the renter claims an alcohol free event & alcohol is found to be present, the entire security deposit will be forfeited \_\_\_\_\_ (initial)*

In order to ensure that proper care is taken with the clubhouse & the furniture, the following points should be kept in mind regarding security deposits.

1. Security deposits will not be refunded if damage to the clubhouse or the furniture occurs during the rental. The clubhouse will be inspected for damage after each rental by a MSNA representative & video records. \_\_\_\_\_ (Initial)
2. If there is damage that you find prior to your rental, it is important to notify the Association by calling 859-246-0911 & leaving a message that clearly identifies the specific damage that you have observed. If the damage needs immediate attention, you may call the MSNA representative assigned to your rental. This phone number will be given to you by the Association Manager. \_\_\_\_\_ (Initial)
3. You are responsible for cleaning up after your event. This includes cleaning all areas used including the kitchen area & bathrooms, removing the trash & cleaning all floor surface (vacuuming/mopping) areas as noted on the check-out list. A failure to clean up after the event will result in a loss of all or a portion of your deposit. A full list of fees will available with your check-out list. \_\_\_\_\_ (Initial)
4. No tape, nails, clips, etc. are permitted to be attached to the walls, doors, trim, fixtures, etc. for any reason. These materials damage the surfaces & their use will result in a loss of deposit. \_\_\_\_\_ (Initial)

5. The check for the security deposit will be shredded or returned to you, if you provide a self-addressed stamped envelope, after completion of the rental & it is verified that the facility is damage free & properly cleaned.
6. *If* damage is determined, The Security deposit will be used to pay the appropriate fines & MSNA will write a check to you for the difference. \_\_\_\_\_ (Initial)
7. **You are responsible for ensuring the clubhouse is secure when you leave. If you leave before the scheduled door lock time, you MUST call the number provided in the confirmation notification. Failure to ensure the clubhouse is secure WILL result in the loss of the entire security deposit.** \_\_\_\_\_ (Initial)
8. If cancellation of a reservation is needed, please contact Property Manager no later than (30) thirty days prior to reservation date. All clubhouse reservations must be (14) days prior to reservation date. (This insures MSNA can accommodate your rental) \_\_\_\_\_ (Initial)

### Summary of Clubhouse Rental Agreement

TOTAL RENTAL FEE: \_\_\_\_\_ TOTAL SECURITY DEPOSIT: \_\_\_\_\_

*Please submit two separate checks for payment of rental fee & security deposit.*

**9. The rental check and the deposit check must both be in the homeowners name**  
 \_\_\_\_\_(Initial)

Make checks payable to: Masterson Station Neighborhood Association, Inc. or MSNA

Check No. (Rental Fee) \_\_\_\_\_ Check Amt. \_\_\_\_\_

Check No. (Security Deposit) \_\_\_\_\_ Check Amt. \_\_\_\_\_

The undersigned hereby agrees to hold harmless, defend & indemnify the Masterson Station Neighborhood Association, Inc. for any & all claims from damages to persons & property arising from the use of the clubhouse & grounds by the undersigned, his or her guests & invitees. The undersigned agrees to conform to & be bound by all the Rules & Regulations of the clubhouse.

I have read & understand the above mentioned rules & regulations.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date