



2018
CLUBHOUSE RENTAL APPLICATION
Return entire form
(Revised 11.17)

328 Masterson Station Drive
Lexington, KY 40511
Phone: 859-246-0911
Email: 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 and in good standing with the Homeowner's Association.

Rental Information and 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**, and this time includes set-up and take down. Any additional time must be requested and approved in advance by the Association, and is subject to additional fees. _____(Initial)
2. **Your rental and security deposit checks will be deposited immediately upon receipt**, and your reservation will be confirmed by the Association Manager when both checks have 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 and 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 and/or live bands are not permitted. _____(Initial)

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 and 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 and Fees

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

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 per returned checks or stop payment checks. _____ (Initial)

	10am-4pm	5pm - 11pm	Notes
Monday - Thursday	\$75	\$85	All week night parties must end by 11pm
*Business Rate M-Th	\$115	\$125	All week night parties must end by 11pm
Friday -Sunday	\$90	\$175	Nightly rentals can be extended to a maximum of 1am; additional rental time is \$50/hr, and must be paid and scheduled in advance.
*Business Rate F-Sun	\$140	\$200	Nightly rentals can be extended to a maximum of 1am; additional rental time is \$50/hr, and must be paid and scheduled in advance.
Holidays	\$140	\$250	Schedule is listed below

Holiday 2018	Dates	Day of the Week
New Year's Day	January 1	Monday
Martin Luther King, Jr. Birthday	January 15	Monday
President's Day	February 19	Monday
Easter	March 31-April 1	Saturday - Sunday
Memorial Day	May 26, 27, 28	Saturday - Monday
Independence Day	July 4	Wednesday
Labor Day	Sept 1, 2, 3	Saturday - Monday
Columbus Day	October 8	Monday
Veteran's Day	November 11	Sunday
Thanksgiving	November 22,23,24,25	Thursday - Sunday
Christmas	December 22,23,24,25	Saturday-Tuesday
New Year's Weekend	December 29,30,31	Saturday-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 \$265 (i.e. \$90 for before 5pm + \$175 for after 5pm), a Tuesday rental from 3pm to 9pm would cost \$160 (i.e. \$75 for before 5pm + \$85 for after 5pm).

Security Deposit

Standard Deposit: \$300

Deposit for Events with Alcohol: \$500

Note: *If the renter claims an alcohol free event and 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, furniture, TV, cable box, or remote, the following points should be kept in mind regarding security deposits.

1. Security deposits will not be refunded if damage to the clubhouse, furniture, TV, cable box, or remote occurs during the rental. The clubhouse will be inspected for damage after each rental by a MSNA representative and 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 and 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 and bathrooms, removing the trash, and 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 and their use will result in a loss of deposit.
_____ (Initial)

5. The check for the security deposit will be deposited upon receipt. _____(Initial)
6. After completion of the rental and verification that the facility is damage free and properly cleaned, MSNA will issue a check to you in the amount of the security deposit. _____(Initial)
7. *If* damage is determined, the security deposit will be used to pay the appropriate fines and MSNA will issue a check to you for the difference. _____ (Initial)
8. **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)
9. 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 and security deposit.

9. The rental check and the deposit check must both be in the homeowner's 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, and indemnify the Masterson Station Neighborhood Association, Inc. for any and all claims from damages to persons and property arising from the use of the clubhouse and grounds by the undersigned, his or her guests, and invitees. The undersigned agrees to conform to and be bound by all the Rules and Regulations of the clubhouse.

I have read and understand the above-mentioned rules and regulations.

 Signature

 Date