

# Ignacio Creek Clubhouse Rental Agreement

The clubhouse is available for rental for personal use by Ignacio Creek residents in good standing only. Arrangements for rental need to be made well in advance of your event.

***A refundable security/cleaning fee of Two Hundred Dollars (\$200.00)*** payable by check must be submitted along with this rental agreement in advance of your desired rental. The security/cleaning deposit will be returned in whole or in part after the clubhouse has been cleaned and inspected, garbage has been placed outside for collection, and no rules violations have occurred including those governing parking. A board member or other designated member will inspect the clubhouse before and after each use and will apprise the board of directors if any fines or damages are to be assessed against the cleaning deposit.

Clubhouse rental *strictly forbids parking of guest vehicles anywhere in the complex*. The renter agrees to inform their guests and to place and remove the available guest parking signs on the property for their guests' convenience. *The renter also agrees to immediately abate any problems that arise with the rental including parking, noise etc.* Illegally parked cars will be towed away. *Clubhouse rental strictly forbids the use of the swimming pool and the exterior patio area - rental is for the clubhouse only.* Under no circumstances shall party guests be allowed to use the common area outside of the clubhouse and the adjoining swimming pool area.

Fire codes enforced by the Novato Fire department allow **a maximum of eighty-five (85) guests in the building**. Violations will be enforced by the Fire Marshal. **No smoking** is allowed in the Clubhouse. Smokers using the exterior building area must use ashtrays provided by the renter. Improperly disposed cigarette butts will result in a fine assessed against the renter.

Rental is contingent upon the Board of Directors' approval, submission of the required fee, and a signed and completed Clubhouse Rental Agreement form. You may place the completed request in the mail slot located at 300 Indian Way.

***I have read and understand the rules pertaining to my renting the clubhouse (including those on the page below) and will abide by those rules. I further understand that all checks submitted for the anticipated rental may be deposited by the association prior to the date of the rental.***

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

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

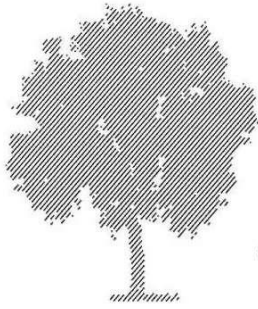
Email: \_\_\_\_\_

Date of the event: \_\_\_\_\_ Type of event: \_\_\_\_\_

Anticipated number of guests: \_\_\_\_\_ Signature: \_\_\_\_\_

## Ignacio Creek Clubhouse Rental Rules

1. *A refundable security/cleaning fee of Two Hundred Dollars* (\$200.00) payable by check must be submitted along with a completed rental agreement in advance of your desired rental. *Only Ignacio Creek residents in good standing may rent the Clubhouse for their personal use.*
2. The fee is due and payable by personal check at the time the clubhouse is reserved.
3. Until your check has been received along with a signed rental agreement, the reservation will not be honored. All checks will be deposited upon receipt.
4. Upon receipt of your check and rental agreement, the homeowner will be advised whom to contact to arrange for the check-in at the clubhouse.
5. Please note: the Novato Fire Marshal has set the *occupancy capacity for the clubhouse at 85 people.*
6. The \$200 security/cleaning fee will be returned if all the rental Rules and regulations are followed. The Rules and Regulations are listed below:
  - a. The clubhouse and surrounding areas must be left clean as upon check-in. Inspection will be made by a Board member or other designated person. If it does not pass inspection, the resident may choose to reclean the areas in question or forfeit the security/cleaning fee.
  - b. Homeowners will be responsible for any cleaning or damage costs over and above the \$200 security/cleaning fee. Additional costs will be billed directly. *If left unpaid within 15 days, the amount will be placed as a lien against the renter's property.*
  - c. Homeowners are responsible for collecting and removing all garbage and recyclables generated by the gathering.
  - d. Under no circumstances may a resident reserve or use the pool and deck area or surrounding common area. All gatherings must remain in the clubhouse.
  - e. No decorations may be attached to any surfaces including doors, windows or walls.
  - f. *All guests must park on Ignacio Blvd.* Guest parking signs are available in the clubhouse and are to be placed and removed by the renter.
  - g. Please keep the noise level to a minimum so as not to disturb area residents.
  - h. NO AMUSEMENT DEVICES, RIDES OR INFLATABLES PERMITTED.**



# Ignacio Creek Homeowners Association

300 Indian Way, Ignacio, CA 94949 (415) 883-7641

## **CLUBHOUSE RULES AND EVENT CHECKLISTS**

In order to ensure that the clubhouse is used in accordance with HOA rules so that this facility can be enjoyed by all of our Owners, we have noted important rules when hosting an event at the clubhouse, and are providing a “Pre-Event” and “Post-Event” Checklist. We are now including the following requirements for all clubhouse rentals:

- Review these rules and the **Pre-Event** Checklist on p. 2. Complete the bottom portion of the form and return it to the HOA Office before your event. (Note: Please keep this copy of the rules for your event.)
- After you turn in the form and submit your signed rental agreement and \$200 deposit, you will receive a clubhouse key.
- After your event, please complete the **Post-Event** checklist on p. 3 and return that form and the clubhouse key to the HOA office within 48 hours of the conclusion of your event.

### Clubhouse Rules –

1. **FURNITURE - DO NOT MOVE THE SOFAS, LARGE CHAIR, WHITE RECLINER, SOFA END TABLES, BOOK STAND, BOOKCASE OR OTTOMAN.**
2. Wax Candles – Do not use wax candles in the clubhouse – except on a cake. Please use battery-operated candles for the table settings.
3. Walls – Please be careful to avoid marking the walls with ladders (while placing decorations) or when moving chairs & tables near the walls.
4. Tacks – Do not use tacks in the walls. Instead, please use Scotch tape.
5. Tables and Meeting chairs – These can be arranged to accommodate your event, but please return them to their original location when your event is over.
6. Pool - Guests are not permitted to use the pool and exterior patio area.

The clubhouse key and this completed checklist must be returned within 24-48 hours after your event. This will allow sufficient time for you to perform a thorough clean-up.

Thank you.

**Ignacio Creek HOA**

**PRE-EVENT CHECKLIST**  
**Complete BEFORE Event and return to HOA Office**

**Initial**

- \_\_\_ 1. Return all Clubhouse Guest Parking signs to the clubhouse storage area.
- \_\_\_ 2. Remove all trash and recyclables from the event. (Do not leave any food or garbage in HOA trash & recycling containers or outside the clubhouse.)
- \_\_\_ 3. Empty refrigerator completely (including ice in the freezer)
- \_\_\_ 4. Clean the following items:
  - \_\_\_ Stove
  - \_\_\_ Oven
  - \_\_\_ Countertops
  - \_\_\_ Tabletops
  - \_\_\_ Walls
  - \_\_\_ Floors & carpet area (Spot clean any carpet stains.)
- \_\_\_ 5. Return the clubhouse key and a copy of this checklist no more than 48 hours after the rental.



Complete this portion of the form and return it to the HOA Office **before your event:**

I, \_\_\_\_\_, have read the above rules and reviewed the checklist and agree to observe the rules for my event and complete the tasks on this checklist after my event.

Dated \_\_\_\_\_ Signed \_\_\_\_\_

**POST-EVENT CHECKLIST**

**Complete AFTER Event and return to HOA Office with Clubhouse Key**

**Initial**

- \_\_\_ 1. Return all Clubhouse Guest Parking signs to the clubhouse storage area.
  
- \_\_\_ 2. Remove all trash and recyclables from the event. (Do not leave any food or garbage in HOA trash & recycling containers or outside the clubhouse.)
  
- \_\_\_ 3. Empty refrigerator completely (including ice in the freezer)
  
- \_\_\_ 4. Clean the following items:
  - \_\_\_ Stove
  - \_\_\_ Oven
  - \_\_\_ Countertops
  - \_\_\_ Tabletops
  - \_\_\_ Walls
  - \_\_\_ Floors & carpet area (Spot clean any carpet stains.)
  
- \_\_\_ 5. Return the clubhouse key and a copy of this checklist no more than 48 hours after the rental.

I, \_\_\_\_\_, am returning the HOA clubhouse key and have completed the above checklist tasks.

Dated \_\_\_\_\_ Signed \_\_\_\_\_