



**SAVIN ROCK CONDOMINIUM ASSOCIATION, INC.**  
West Walk, West Haven CT 06516

**RESERVATIONS:** Anyone wishing to rent the Clubhouse for private functions must contact Bob at Collect Associates at (203) 924-5331.

**GENERAL**

**THIS IS A NO SMOKING FACILITY (INCLUDING REST ROOMS)  
ALL CONDO FEES MUST BE CURRENT TO RENT THE CLUBHOUSE.  
PER THE FIRE CODE, THE MAXIMUM OCCUPANCY IS 53 PERSONS.**

1. Rental of the clubhouse is acknowledgment of your acceptance of these rules.
2. Failure to abide by these simple rules will result in the revoking of the unit resident's privilege of renting the clubhouse.
3. Rental (not to be used on a recurring basis) i.e. weekly meetings or classes or dance lessons.

**RENTAL FEES:** The following fees apply:

**Personal Party:** Two (2) separate checks payable to SRCA  
\$100.00 – Security Deposit  
\$ 60.00 – Rental Fee (non-refundable)

**SRCA Fund Raising:** Functions given for the purpose of raising funds for SRCA will not be charge a fee.

**SECURITY DEPOSIT:** The security deposit will be refunded after the following:

1. Collect Associates or a designated Committee Member and the renter have inspected the Clubhouse facility.
2. The Clubhouse has sustained no damage and is in the same condition as when rented.
3. The Clubhouse has been cleaned as listed on the Clubhouse Checklist.

**CLEANUP**

1. It is the responsibility of the renter to clean the Clubhouse before returning the key.
2. Gather all trash and secure it in plastic bags, making sure you separate all trash and recyclables.
3. Remove the trash bags from the clubhouse property (do not leave any trash inside or outside)

**NOTE** Security Deposit will not be returned if any necessary cleaning and/or damage should exceed The \$100.00 security deposit. The difference will be billed to the renter.

**RESPONSIBILITIES:**

1. You assume all responsibility for the conduct of your guests, as well as any damages to the Clubhouse, furnishings or Association property during the hours of the private party.
2. Parties for children (age 18 and under) must be supervised by an adult resident of SRCA. Please note at all times. One (1) adult per five (5) children needed for parties of children.

3. No alcohol will be served to anyone under the age of 21 at any time and the use of prohibited and/or illegal substances is strictly prohibited.
4. You assume all responsibility for the clean-up of the clubhouse; as stated in the Clubhouse Checklist,
5. and removal of all trash and personal belongings from the party.

You assume all responsibility for the opening and closing of the clubhouse and its proper use.

- **Lock up**

1. Lock all doors and windows.
2. Secure the alarm when you leave the building.

→ **IMPORTANT, PLEASE NOTE**

## **ORDINANCES**

1. Per the fire code the maximum occupancy is **53** persons.
2. Noise should be kept to a level, which will not annoy or interfere with the other residents.
3. **NO ALCOHOL** will be served to anyone under the age of 21 at any time and the use of prohibited and/ or illegal substances and drugs is strictly prohibited.

**RESTRICTED USE** Your guests are **NOT** allowed to roam the grounds, all activity must be confined to the inside of the clubhouse.

→ **RENTAL OF THE CLUBHOUSE APPLIES ONLY TO THE BUILDING AND NOT TO THE POOL AREA OR GROUNDS AROUND IT.**

→ **WHEN THE POOL IS UNCOVERED, ANY PARTY AFTER 8:00 P.M. MUST PAY POOL ATTENDANT AND/OR SECURITY GUARD COSTS.**

**RENTAL TIMES:** Clubhouse rental time ends at 11:00 p.m. on Sunday through Thursday evenings and midnight on Friday and Saturday evenings.

**KEYS AND INSPECTION:** Please return the key to the designated Committee Member no later than 11:00 a.m. the following day after your function. The designated committee member and the renter will inspect the clubhouse at that time.

**PRE-POST RENTAL INSPECTION:** For your protection, there will be a pre-rental and post Rental inspection of the Clubhouse by Collect Associates or a designated Committee Member and the renter.

**DAMAGE/ LIABILITY:** The renter's liability is not limited to the amount of the security deposit. If any necessary cleaning and/or damage should exceed the \$100.00 security deposit, the difference will be billed back to the renter.

**PARKING:** Please instruct all guests to use the outside perimeter parking, i.e. Savin Rock Parkade parking lot.

**\*RULES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

Any suggestions you have regarding the clubhouse would be appreciated and should be addressed to either Collect Associates or the committee.



SAVIN ROCK CONDOMINIUM ASSOCIATION, INC.  
CLUBHOUSE RENTERS CLEANING CHECK LIST

**Please Retain This Form And Bring It With You At The Time Of Inspections**

1. Vacuum the carpet.
2. Clean off all tables and chairs.
3. Fold all tables and chairs that need folding.
4. Put all furniture back where it was before you rented.
5. Gather all trash into plastic bags, and discard at your trash site.
6. Make sure all windows and doors are secured and locked when leaving the clubhouse.

The Security Deposit Will Not be returned for the following reasons:

- The cleaning of any area of the clubhouse, inside or outside, that was left in an unacceptable condition.
- Any damage to Association property, including but not limited to carpets, tile, walls, ceilings, counters, fixtures, woodwork, windows, doors, appliances or furniture.
- Additionally, should the additional cleaning and/or the damages exceed the \$100.00 Security Deposit, the difference will be billed to the renter.

**INSPECTION/Pre-Event**

**When doing a pre-party walkthrough, anything the prospective renter Finds wrong and/or damaged, must be noted at that time on this checklist, Or else the renter assumes the financial responsibility for any damages.**

Renter/ Signature – Unit #	Date	B.O.D./Signature	Date
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Please list any damages and/or notes on your Pre-Event Inspection: \_\_\_\_\_

**INSPECTION/Post-Event**

Please list any damages and/or notes on your Post-inspection \_\_\_\_\_

Return of Security Deposit \_\_\_\_\_ Y \_\_\_\_\_ N

If **NO**, Please state the reason the Security Deposit will not be returned to Renter: \_\_\_\_\_

*Renter/Signature	Date	B.O.D./ Signature	Date
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**\*(Only if inspection was not satisfactory & Security Deposit will be withheld)**



**SAVIN ROCK CONDOMINIUM ASSOCIATION**

**COMMUNITY CLUBHOUSE**

**PRIVATE PARTY AGREEMENT**

*Please Complete and Return with Appropriate Fees*

**SPONSOR OF PARTY**

Name \_\_\_\_\_ Unit# \_\_\_\_\_

Phone: (Home): \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

**PARTY** Date of Party: \_\_\_\_\_

\_\_\_\_\_ Hours of Use: From: \_\_\_\_\_ To: \_\_\_\_\_

**Type of Party:** \_\_\_\_\_

Do you need to set up tables, decorate, etc. in advance of the event \_\_\_\_\_ Y \_\_\_\_\_ N  
Will alcoholic beverages be served? YES \_\_\_\_\_ No \_\_\_\_\_ (please indicate)

Number of People Expected: \_\_\_\_\_

**NOTE** Fire Code Allows a Maximum Occupancy of 53 People

**NOTE: No nails, pins or tacks** may be used to hang items on the walls. Items may **ONLY** be **Scotch taped**. The decorations must be removed at the end of the rental, including glue residue.

◆ **ALL ACCOUNTS MUST BE CURRENT TO RENT**

◆ **No Request Accepted Without Payments** ◆

2 Separate Checks Payable to: **S.R.C.A.**

<b><u>CLUBHOUSE FEES</u></b>	<b><u>For Use By Management</u></b>
<input type="checkbox"/> Security Deposit \$100.00	Received on _____/Check# _____
<input type="checkbox"/> Rental Fee \$ 60.00	Received on _____/Deposit Returned on: _____
	Account Status @ Time/Reservation: _____/Event _____

The undersigned hereby agrees that the function to be held at the Clubhouse is a private one and further agrees to abide by the Rules and Regulations and all terms and conditions and to pay and be personally responsible for all the fees, charges and liabilities. In addition, the undersigned agrees to indemnify and hold harmless the Savin Rock Condominium Association and its Board of Directors against any claim or demand due to carelessness, negligence or improper conduct of the unit owner and or resident (tenant) and/or his/her guests/family that might arise out of the use of these facilities.

By signing below, I acknowledge receipt of the attached Clubhouse Rental Rules. Furthermore, the undersigned has read, understands and agrees to comply with said Rules and Regulations.

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