



**Diamond Grove Community Association
Community Center Rental Agreement**

Date Submitted: _____

Type of Event: _____

Event Date: _____ Event Day: _____ Event Time: _____ to _____

Set Up Time: _____ to _____ Clean Up Time: _____ to _____

Number of Attendees: _____ Will children be attending? Yes No

Facilities Preferred: (Please check)

Meeting Room; Kitchen; Barbecues; Horseshoe Pit; Shuffle Board

Special Assistance or Facilities Requested: _____

Requester Name: _____

Address: _____ Phone: _____

AGREEMENT: As the **REQUESTER** and a resident of Diamond Grove, I agree to abide by the rules and regulations of the Diamond Grove Community Association and the Community Center Reserved Use Rules. I agree to take full responsibility for any damage caused by myself, my guests, and/or caterers, performers or any persons here at my request. I agree to the Set Up and Clean Up inspections by the Community Center Committee. I agree to pay the security deposit of **\$250.00** and understand that the full amount will be returned/refunded to me if the Clubhouse is left in the same condition or better than before the event. I agree to pay a **\$150.00** non-refundable fee For Private Reserve use.

SIGNATURES:

Requestor/Resident

Clubhouse Committee Representative

Date

Date

Private Reserve Use Fee \$ _____ (nonrefundable)

Security Deposit: \$ _____

Less Damage/Repairs: \$ _____

Total SD Returned: \$ _____

Date: _____

BY: _____
Initials

The deposit & private reserve use fee checks ARE cashed by Management upon receipt. Once the event is over a request for refund is submitted by Management and it may take up to 30 days for your refund to be issued. Please initial below acknowledging your acceptance of the deposit & PRUF conditions.

NAME

DATE

Community Center Rental Agreement Addendum

1. Private parties have access to the meeting room, kitchen, BBQ, shuffle boards and Horse Shoe pits only.
2. The living room and pool room are common areas and can be used by all residents at any time.
3. The pool area cannot be used by private parties.
4. The front lawn and surrounding grass area are not to be used by private parties with the exception of the Horse Shoe Pits and Shuffle Board areas.
5. We recommend that you provide your guests with the following gate entry instructions:

At the gate call box scroll to "clubhouse" and press "call".

Or –

Enter "301 call" into the gate call box.

6. As the party host you will need to answer the Community Center telephone and, if the caller is your guest, press the "9" key on the telephone. If the caller is NOT your guest you should deny access by simply hanging up the telephone.
7. All garbage from the event is to be taken off site and not left at the clubhouse.
8. Properly secure all doors after the event and before leaving the Community Center.