

Dickerson Pond Association, Valeria

Joseph Francis Meeting Hall (JFMH) Rental Request

Date: _____ Time Start: _____ Time End: _____ Number of Guests: _____

Description of Event: _____

Homeowner Name and Address : _____

Telephone/Cell _____ Email: _____

The following General Information is provided with this request form to ensure that you understand the procedures and any restrictions that are in place.

DPA/Valeria allows for use of portions of the Meeting Hall for private functions by DPA Homeowners for themselves and/or their immediate family (parents, children, grandchildren) and their guests. The rooms included in the reservation are the Great Room, Foyer, Bar, Kitchen (only for heating already-prepared foods), Outdoor Patios/Lawn (weather permitting) and Bathrooms. The rest of the Meeting Hall is not to be used by the Renter for the private function and shall remain open for resident use. The Resident reserving the facility for private use must be present during the entire function and is responsible for all damages. *The Resident must be current in their DPA and homeowner association fees throughout the process (rental request and event).*

The maximum occupancy is 80 people. Rental of the Meeting Hall includes the use of the tables and chairs.

Reservations and Cancellations: A reservation will be accepted and confirmed not less than 2weeks prior to the event, upon receipt of a signed contract and payment of all required fees. If the reservation is canceled in less than 7 days, a part of the usage fee may be non-refundable. (Fee schedules in separate document)

Complete THIS request form and send by email. This will “hold your date and time” on the DPA calendar, while the request is reviewed. All the application forms, along with current fee schedules and requirements, as well as more detailed information are found on the Valeria341 website for your convenience. If your plans change and you do not file application forms prior to the 2-week window, your “hold” will be released.

In general, once the DPA approves the rental, the renter will have to sign a contract acknowledging the terms of rental and supply the following items to confirm and complete the reservation on the DPA calendar.

1. Non-refundable usage fee for the rental and a cleaning fee
2. A refundable Security/Damage Deposit fee
3. A personal liability insurance document (see details in contract- this can be a rider on your homeowner policy)

**Note: DPA reserves the right to add other fees for extension of use and/or extra services requested by the resident.

Dickerson Pond Association, Valeria

Joseph Francis Meeting Hall (JFMH) Rental Agreement

Resident name/address: _____

Contact Information: (c) _____ email: _____

Date of Function: _____ Start Time: _____ End time: _____

Number of Guests: _____

Description of the Event:

Miscellaneous Information: _____

Terms of Use: Use of the Meeting Hall is for the dates and times listed above and for the purposes stated. The use of the facility for this rental is restricted to the Great Room, Foyer, Kitchen (only for heating already prepared foods), Bathrooms and Outside Areas (Porch, Patio, and Lawn) weather permitting. All other areas of the Meeting Hall, including the second floor, are off limits. The DPA limits rentals to one event per weekend. The Resident must be current in all dues owed to DPA and their own Association.

- 1. OVERSIGHT: The Resident above AGREES to be on site for the entire function and is responsible for their guests' behavior and damages. No attendant/employee will be provided for the event. The resident will ensure, at the end of the event, that the facilities have been totally vacated and all doors are secured and locked.
2. PARKING/TRAFFIC: Rental of the Meeting Hall entitles the renter to the use of the parking area adjacent to the MH (19 spaces). Attendees may not park on any of the lawn areas or double park. Overflow parking is available in the Clubhouse lot and Renters can make their own arrangements for shuttle to/from this area. All guests are to observe the property speed limits. DPA is not responsible for any damage to vehicles parked on the DPA grounds during the event.
3. SMOKING: No smoking is permitted by guests within the MH or any DPA property.
4. PETS: No pets are allowed in the building. Service animals specially trained to assist a person with a disability are permitted. (Signs are posted). No animals are permitted to run unleashed on the property and all dog waste is to be picked up and disposed by owner.
5. DPA PROPERTY: Chairs and tables in the MH may be used by Renter. Renter is responsible for set up and break down – unless otherwise arranged by fee schedule.
6. FIRE SAFETY:
a) Any items that would trigger fire alarms, such as smoke machines and sparklers are prohibited inside the building. No open flames (other than cake candles or sterno) may be used inside. No smoke alarms may be disabled.
b) Properly set up luminaries/citronella may be used on the outside patios. All fire exits are to be kept free of obstruction.
7. DECORATIONS/SIGNS/HELIUM BALLOONS: No decorations may be attached to any walls, ceilings, or any permanent structures. All other decorations brought in by the homeowner shall be removed and discarded at the end of the event. No helium balloons may be 'set free' on the property; as they are a danger to wildlife and unsightly when caught in trees. Non damaging signage directing guests to the event may be placed only on the day of the event and must be removed shortly after the event concludes.

- 8. **CLEANING:** The facility will be clean when provided. A post event cleaning fee will be paid by the renter (see fee schedule). Trash left by guests in the parking lot (including cigarette butts and dog excrement) is the responsibility of the renter.
- 9. **TRASH:** Bins and bags are provided for the disposal of items after the event. Supplies and materials for addressing any spills during the event can be found within the kitchen closets.
- 10. **PHONE/CELL:** There is a land line for emergency use, located on the foyer counter.
- 11. **TV/CABLE/MUSIC:** the installed equipment may be used by the Renter if pre-arranged. Any music played, whether live or electric, must be within the confines of the MH and at reasonable levels.
- 12. **INSURANCE:** The homeowner must provide documentary proof of a \$1,000,000 insurance rider or policy for personal injury and damages naming the DPA as an "Additional Insured" at time of contract signing
- 13. **HOLD HARMLESS:** The Homeowner, their guests and any other event-related personnel agree to indemnify and hold the DPA and its Management Company harmless from any bodily injury or property damage sustained or purported to have been sustained by any person or thing as a result of or occurring during the event, and for any breach or default of the homeowner in the performance of his/her/their obligations hereunder. The foregoing indemnity shall be applicable to the fullest extent permitted by law.

I have read the General Information on the Joseph Francis Meeting Hall (JFMH) Rental Request Form and the Terms of Use on the JFMH Rental Agreement and will adhere to the conditions as stated. ***Initial Here: _____***

Agreed BY:

Renter:

Print

Sign

DPA or Management Representative:

Attached: Fee Schedule

RENTAL FEE SCHEDULE: JF Meeting Hall

Non-Refundable Fees:

Rental Fee:	\$300
Cleaning Fee:	\$150
Use of Chairs and Tables:	No Charge if user does setup/breakdown.
Parking Area:	No Charge
Setup/Break Down (if requested):	\$50 each

Refundable

Security/Damage Deposit	\$500.00
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Miscellaneous:

Renter must provide a certificate of insurance (personal liability) in the amount of \$1,000,000. This is generally available as a rider on your homeowners insurance policy.

JOSEPH FRANCIS MEETING HALL RENTAL CHECKLIST

I provided the date requested and other information required on the JFMH Rental Request/Agreement and initialed that I have read the information.

I have been informed that the date is available and I am providing a non-refundable \$100 deposit.

Within 7 business days, I will submit to the Management Representative

• completed and signed JFMH Rental Agreement

• all rental monies payable and after-party cleaning fee

• provided documentation of additional homeowner's insurance rider or policy and caterer's (if utilized) insurance certificate.

• attested that I have read and will adhere to the procedures and restrictions within the JFMH Rental Request and Terms of Use on the JFMH Rental Agreement by affixing your initials on page 3

• printed and signed on the bottom of page 3; countersigned by the Managing Representative

Note: All submitted checks must be made out to: Dickerson Pond Association

Note: The Managing Agent Representative will retain the original documents and provide copies for your reference and retention.