

**THE STERLING VILLAGES OF PALM BEACH LAKES CONDOMINIUM ASSOCIATION, INC.
CLUBHOUSE RENTAL AGREEMENT**

UNIT OWNER'S NAME _____ PHONE _____
ADDRESS _____ EMAIL _____
DATE REQUESTED _____ TYPE OF FUNCTION _____
TIME OF EVENT: FROM _____ UNTIL _____ (NO PARTIES AFTER 9PM)
ANTICIPATED ATTENDANCE _____ # OF CHILDREN UNDER 21 _____
WILL ALCOHOLIC BEVERAGES BE SERVED? _____ Renter agrees NOT to serve alcoholic
WILL THERE BE A BAND OR DJ? _____ beverages to anyone under 21 years of age.
WILL FOOD BE CATERED? _____ BY WHOM? _____

PRIVATE PARTIES WILL BE GOVERNED BY THE FOLLOWING RULES AND REGULATIONS:

- a) Maximum attendance for any private party will be twenty-five (45) persons total.
- b) All private parties must be concluded by 8:00pm. You are required to leave the Clubhouse and surrounding area promptly and quietly by 9:00pm, so as not to disturb other residents. Clubhouse facility must be cleaned and returned to its original condition by 9:00pm. The trash must be deposited in the dumpster by Building #1 east side of the Clubhouse. Disturbing the neighbors in any fashion may result in the withholding of your security deposit and/or a fine.
- c) The Unit Owner or tenant in charge of the function, and whose name appears below, **MUST** be in attendance during the entire time the Clubhouse is rented. This rental agreement specifically provides that both the Unit Owner and the tenant assume liability for any damages that may be sustained to the Recreational Facilities arising from rental of said facilities and an agreement that is executed by a tenant is expressly contingent upon the Unit Owner signing the rental agreement and assuming liability for the tenant in the event that the tenant fails to comply with the Rules and Regulations.
- d) This Agreement reserves **ONLY** the private use of the Clubhouse. Members and guests attending the function are **NOT ALLOWED ACCESS** into the fitness room or tennis courts. Guests may **NOT** loiter outdoors during the evening hours, nor may children be permitted outdoors without adult supervision. Absolutely no one is allowed in the Clubhouse Party Room in swimming attire. The outside common areas are not to be used when having a Clubhouse private party. There are many residents that are in extremely close proximity to the Clubhouse, and we must be understanding of their right to peace and quiet. Cooking outside is **NOT** permitted and this refers to all Common Areas, i.e., the patio, back or front of the Clubhouse or the parking areas. No furniture may be removed from any room without the prior approval of the Board of Directors. Unit Owner or tenant in charge of the party, and whose name appears below, will be held responsible for the actions of their guest(s) while they are on the property.
- e) A rental fee of \$100.00 is required to secure your rental date. A rental fee is refundable **ONLY** if Management is notified of a cancellation at least two (2) weeks prior to the actual rental date, and is to be reviewed by the Board of Directors.
- f) All monies must be in the form of a check, payable to The Sterling Condominium Association and written by the Unit Owner or tenant. The rental and security deposit must be separate checks. Each rental must also be paid in separate checks. Check must be preprinted with the Unit Owner's/tenant's name with a phone number and address, or as verified by the Management.

- g) An accepted and signed Clubhouse Rental Agreement will NOT be issued more than three (3) months in advance. Reservations, however, will be accepted for the dates beyond three (3) months, however, no greater than six (6) months. In the event that due to circumstances beyond its control and due to no fault of its own, the Clubhouse is not available to you on the date set forth in the Rental Agreement, The Sterling Condominium Association will only be liable for the amount of the rental fee and will not be liable or responsible for any consequential damages. Reservations accepted beyond the six (6) month period will be subject to the Rental fee in effect at the time.
- h) This Rental Agreement may not be assigned or transferred to anyone other than the named Unit Owner or tenant without the express written approval of the Board of Directors of The Sterling Condominium Association.
- i) Use of the Clubhouse offices and office equipment in any manner is prohibited.
- j) Rental of the Clubhouse does NOT include use of the swimming pool unless requested and approved by the Board of Directors.
- k) No canopies of awnings may be attached or detached from the Clubhouse without prior written permission from the Board of Directors.
- l) Smoking is NOT permitted within the Clubhouse or within fifteen (15) feet of the entrance, except for in designated areas.

AT THE SOLE DISCRETION AND DIRECTION OF THE BOARD OF DIRECTORS OF THE STERLING CONDOMINIUM ASSOCIATION, FOREFEITURE OF ANY SECURITY DEPOSIT AND/OR FINES, ALONG WITH ANY ACTUAL COSTS FOR CLEANING AND/OR REPAIRS, AND FOREFEITURE OF FUTURE RENTAL PRIVILEGES MAY OCCUR FOR VIOLATIONS OF ANY OF THE FOLLOWING REGULATIONS:

1. Any damages caused to the facility of common areas directly or indirectly by Unit Owner (or tenant) and/or guests attending the function. Damages in excess of any security deposit will be billed directly to the Unit Owner's account ledger by the Management and become due and payable upon billing in the same manner as assessments.
2. Failure to remove all trash: to vacuum all carpeting; to clean both restrooms to the condition they were received; to return furniture to its original placement; to clean microwave, stove, refrigerator, oven, appliances and counter-tops in the kitchen; to return all doors and windows to closed and locked position; to sweep and mop kitchen floor, entry and main floor tile; and to turn off lights and restore thermostat to required position.
3. This facility must be cleaned immediately following its use. You will be responsible to furnish the materials used in cleaning (soap, towels, paper towels, garbage bags, etc.). Garbage is to be bagged and placed in the nearest dumpster. Association will furnish vacuums, broom, bucket and mop that are found in maintenance room and must be returned to maintenance room after usage. Association also furnishes necessary paper supplies in restrooms, i.e. toilet paper, paper towels, hand soap, etc.
4. Any decorations must be done in such a way as to be temporary in nature, and create no marring, damage, residue, or discoloration to walls, fixtures, floors, flat surfaces, drapes, windows or doors and must be removed at the end of the party. Decorations may NOT be hung by tacks or nails.
5. Any violation of this Rental Agreement and its Regulations which result in disturbing other Unit Owners caused by guests creating a disturbance in the common elements. This will be strictly

enforced, and surrounding residents are instructed to immediately contact Management if you are in violation of this rule.

6. Regardless of whether it is an Owner or tenant, only adults may rent the Clubhouse. The homeowner for that unit must be in good standing in order to rent the Clubhouse. A Unit Owner in good standing is defined as an Owner who is current in assessment payments and any other charges due to the Association and who is not in violation of any existing rules and regulations of the Association.
7. A refundable security deposit of \$200.00 is required at the time the Unit Owner or tenant pre-rental inspection is done with the Management. Security deposit will be returned within seven (7) days after rental, assuming there are no damages or other violations of these rules.
8. If the Unit Owner or tenant is found not to be present at this function, the security deposit may be forfeited at the discretion of the Association's Board of Directors.
9. The Unit Owner or tenant will be responsible for meeting with the Management and conduct a pre-rental inspection, and to conduct a post-rental inspection at the mutually agreed upon time. Failure to meet with Management for post-rental inspection could be grounds for forfeiture of deposit at the discretion of the Board of Directors.
10. A rental fee is refundable only if the rental agent is notified of a cancellation at least two (2) weeks prior to the actual rental date, and is subject to review by the social/recreational committee for unusual circumstances.
11. Plastic bag liner in trash can in the kitchen must be replaced.
12. If any items are broken or damaged, they must be reported to the rental agent at time of the post-rental inspection.

I/We have read this agreement in its entirety before signing and have received copies of the Clubhouse clean-up regulations and have agreed to abide by all rules and regulations. I/We understand that I/We assume liability in connection with the rental of the Clubhouse. I/We further agree to hold The Sterling Condominium Association, its Board of Directors, and its Managing Agent harmless in any legal actions connected with this rental.

UNIT OWNER SIGNATURE _____

TENANT SIGNATURE (if applicable) _____

DATE _____

OFFICE USE ONLY

FORM RECEIVED: _____ DATE RETURNED TO H.O. _____

CHECK RECEIVED: _____ AMOUNT: \$ _____

SECURITY DEPOSIT RECEIVED: _____ AMOUNT: \$ _____

SECURITY DEPOSIT RETURNED TO H.O. _____

IF NOT, REASONS: _____

INITIAL INSPECTION DATE: _____ FINAL INSPECTION DATE: _____

MANAGEMENT SIGNATURE: _____ DATE: _____

CLUBHOUSE RENTAL CHECKLIST

RESIDENT _____ UNIT # _____ PHONE _____

PRE-RENTAL WALK-THRU: DATE _____ TIME _____ AM/PM

POST-RENTAL WALK-THU: DATE _____ TIME _____ AM/PM

_____ PLASTIC CHAIRS (18) _____

_____ PICTURES _____

_____ SOFAS, CUSIONS, PILLOWS _____

_____ CLUBHOUSE WALLS _____

_____ CHAIRS _____

_____ FIRE EXTINGUISHER _____

_____ COFFE TABLE(S) _____

_____ MICROWAVE _____

_____ CARPET(S) _____

_____ REFRIGERATOR _____

_____ TILE FLOOR(S) _____

_____ GARBAGE DISPOSAL _____

_____ DOORS _____

_____ COUNTERTOPS (2 COFFEE POTS) _____

_____ SQUARE FOLDING TABLES (3) _____

_____ LADIES ROOM _____

_____ ROUND FLODING TABLE (1) _____

_____ MENS ROOM _____

ADDITIONAL COMMENTS: _____

Resident Signature _____ Management _____