

**DISPATCH – 537-3431**

**HIDDEN VALLEY LAKE PROPERTY OWNERS ASSOCIATION  
RENTAL AGREEMENT – COMMUNITY ROOM**

I, the undersigned, as a member in good standing of the Hidden Valley Lake Property Owners Association, do hereby agree to rent the Hidden Valley Lake Community Room on the date and the times below stated, and to abide by the rules and regulations, of which I have received a copy.

The **type of party/function**, activity, or purpose for which the room is to be used on this date is: \_\_\_\_\_.

(type of party/function)

It is understood that there will be **no** smoking in the facility and alcoholic beverages will only be allowed at the discretion of the HVL Community Manager. It is understood that any activity at which food, drink or other items are offered for sale, or at which admission or cover charges are contemplated must have prior approval of the Board of Directors.

I agree to pay the facility fee of **\$75.00**. The facility fee may be paid in cash or check at the time the reservation is made.

If you need to cancel your event, the \$75.00 facility fee will be credited to your POA account within 2 weeks. If cancellation is made less than 2 weeks prior to the date of your event, you will forfeit \$25.00 of your facility fee as a cancellation fee and \$50.00 will be credited to your POA account within 2 weeks.

Should any damages to the facilities or insufficient cleaning be found upon inspection, it will be the responsibility of the resident booking the room to reimburse the POA for damages and/or excessive personnel time to clean or repair any damages. These charges will become part of the resident’s POA account along with dues, fines and assessments and be subject to finance charges and late fees.

Date reserved: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Time to open building to begin set-up: \_\_\_\_\_

Estimated time event clean-up finished: \_\_\_\_\_

Responsible POA Member: \_\_\_\_\_

Address: \_\_\_\_\_ Lot No.: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I, hereby agree to the above Rental Agreement and agree to abide by the rules.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Facility fee paid \$ \_\_\_\_\_ Check # \_\_\_\_\_/Cash Date \_\_\_\_\_ By \_\_\_\_\_

Comments on condition of room: \_\_\_\_\_

Inspected by: \_\_\_\_\_