



CANDLEWOOD SHORES TAX DISTRICT

Community Room Rental Agreement

As an additional public service to the residents of Candlewood Shores Tax District (CSTD), the Tax District makes the Community Room available for social, cultural, educational, civil service, and governmental meetings by residents provided a CSTD resident is a member of such group and present for its functions.

Residents of Candlewood Shores are invited to use the Community Room, subject to the following conditions:

1. The hours of use of the Community Room are from **8:00 AM** until **11:00 PM**.
2. Guests are required to stay inside with the door closed and keep noise to a minimum. If there is music playing, it must be at a reasonable volume with the door and windows closed. Music must be turned off at **9:00 PM**.
3. By order of the Fire Marshal, the maximum occupancy in the Community Room is **49 people**.
4. **PARKING:** Use the Community Room lot or park responsibly on the street. Do not block mailboxes, driveways, or traffic. Parking behind the building is prohibited.
5. **SPONSOR:** must be a Candlewood Shores resident in good standing, over the age of 21, and present at all times during the function. A resident in good standing is current on all taxes and fees. **If the Sponsor is not the property owner, the Rental Agreement must also be signed by the owner.** By signing the rental application, the property owner accepts responsibility for compliance with this agreement, including all financial liability for any damages or fees due to violation of this agreement.
6. If the event is for minors, the Sponsor must be the parent of at least one of the minors in the group. Children must be supervised at all times.
7. Smoking is prohibited everywhere inside the building. This includes the use of electronic cigarettes. Be sure all cigarette butts are disposed of properly and not discarded on the ground.
8. Barbequing is not allowed on the premises at 55 Longview Drive.
9. All applications for use of the Community Room are subject to the approval of CSTD Management. Written application for use of the facilities should be filed with the office as far as possible in advance of the requested date. Scheduling of the facilities will be handled in the order in which they are received. CSTD use takes precedence over any residents' request for use of the Room.
10. As of 10/10/24 there is a charge of one hundred dollars (**\$100.00**) for the use of the Community Room to help defray expenses. This fee is non-refundable.
11. A security deposit of two hundred dollars (**\$200.00**) will be required for use of the Room. Deposits must be paid when the application is submitted. Receipt of the form along with the security deposit and use fee will constitute a firm reservation of the requested date (subject to Board approval, if necessary). The deposit will be refunded after the key and checklist have been returned, and after the Room has been inspected for cleanliness and damage.
12. It is the Sponsor's responsibility to contact the CSTD office a few days prior to the reservation to obtain the code for the key lockbox. If the key is not returned to the lockbox on the day the Room is used, the deposit may be forfeited.



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13. Groups will be expected to exercise care in the use of the facilities and equipment.
14. Folding chairs and tables are provided. The Sponsor is responsible for any other items needed (such as extra chairs, tables, or kitchen supplies). Each group must set up, take down, and remove any equipment or supplies they bring. The Sponsor may be requested to supply all stationary needs, including bathroom tissue, paper towels, and cleaning supplies.
15. The Sponsor is responsible for the removal of all decorations and tape. Taping is prohibited on any artwork. Nails and thumb tacks are not permitted.
16. The Tax District is not responsible for equipment, materials, supplies, etc. owned by a group or individual and used in the Community Room, or stored there before or after an event. Groups meeting in the Room are requested to remove from the premises any items specially brought in for such activities before leaving on the day of the event.
17. The cleaning of the Room, including the kitchen and restroom, is the responsibility of the Sponsor. All trash is to be collected, put in bags, and placed into the dumpster behind the building. The floors are to be swept and mopped. The kitchen counters, cabinet doors, sink, refrigerator, microwave, and oven are to be left clean. The Sponsor must finish cleaning the Room by 11:00 PM on the day of the activity.
18. If the Room is not cleaned, the Sponsor will forfeit their deposit. CSTD Management will inspect the premises and determine if additional cleaning services are required. If so, the Sponsor will be billed for these services and future rental privileges may be suspended or terminated.
19. All removable items (i.e., kitchen utensils, paper products, cleaning solutions, etc.) should be left as found. Inventory will be taken after each rental and if any items are missing, the renter's deposit will be forfeited to cover replacement.
20. The Sponsor will be required to complete a "Closing Procedure Checklist" following each use of the Room. Residents found to be in violation of this checklist will be subject to possible cancellation of future Community Room privileges and loss of their deposit. The Sponsor should return the completed Checklist to the CSTD office.
21. Do not stand on tables and chairs. The step ladder in the closet is available for use at your own risk.
22. Use of the Room is intended as a benefit to residents for personal use. Business or commercial activities are not allowed.
23. The CSTD Board and Property Management reserve the right to approve or reject any application for use of the Community Room.
24. It is understood clearly that granting permission for a resident to use the Community Room and related facilities does not in any way constitute an endorsement by CSTD of that group's beliefs or policies.
25. **Violation of any of the provisions of this Rental Agreement, or failure to complete and submit the Closing Procedures checklist, may result in forfeiture of the security deposit and suspension or cancellation of Community Room rental privileges.**



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Closing Procedure Checklist

To reduce overhead expenses and to provide neat, clean meeting facilities for every resident, the Candlewood Shores Tax District requires that the Sponsor complete and sign this Closing Procedures Checklist following his or her use of the Room. The completion of this checklist is required of all groups. Residents found to be in violation of this checklist will be subject to forfeiture of their deposit and/or cancellation of future Community Room privileges. Check each procedure as completed:

1. Community Room

- ☐ Folding chairs wiped clean and stored back on the rack
- ☐ Tables wiped cleaned, folded, and placed against the wall
- ☐ Turn off ceiling fans
- ☐ Floor swept and mopped
- ☐ Heat and Air Conditioners turned off
- ☐ All windows closed and locked
- ☐ Exterior door locked by 11:00 PM

2. Kitchen

- ☐ Refrigerator emptied of items brought in and wiped clean
- ☐ Countertops and sink cleaned
- ☐ Microwave and oven cleaned
- ☐ Floor swept and mopped

3. Bathrooms

- ☐ Toilets, counters, and sinks cleaned
- ☐ Faucets off
- ☐ Windows closed and locked
- ☐ Floors swept and mopped
- ☐ Trash cans emptied

4. Lights Off

- ☐ In Community Room
- ☐ In Kitchen
- ☐ In Restrooms
- ☐ In Hallway
- ☐ Outside

5. Trash

- ☐ Trash bagged and placed in dumpster behind the building
- ☐ New empty trash bags placed in garbage cans

6. Key & Checklist

- ☐ Place key back into lockbox on door and scramble lockbox code
- ☐ Drop completed checklist through mail slot on office door

Date Used: _____

Sponsor's Name: _____ Signature: _____



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Community Room Rental Application

Application Date: _____

Sponsor's Name: _____

Sponsor's Property Address: _____

Sponsor's Phone Number: _____

Sponsor's Email Address: _____

Nature of Activity: _____

Date Requested: _____

Hours of Use: _____

Estimated Attendance: _____

Max Occupancy 49 People ____ **Initial**

If Sponsor is not the property owner, this section must be completed and signed by the owner:

Property Owner's Name: _____

Property Owner's Phone Number: _____

Property Owner's Email Address: _____

By signing below, both the Property Owner and Sponsor agree to comply with the Community Room Rental Agreement and accept full responsibility for all fees, damages, and losses arising from the use of the Room. They further agree to hold harmless and indemnify the Candlewood Shores Tax District, its Board, Agents, and Property Management, from any claims or liabilities, including but not limited to property damage, personal injury, violations of law, attorney's fees, costs, or other related expenses, arising from or connected to use of the Room, the Sponsor's event, its attendees, or their actions.

Signature of CSTD Property Owner

Date

Signature of Resident Sponsor

Date

CSTD Office Use

\$100 fee received by CSTD Staff: _____ Check #: _____

\$200 security deposit by CSTD Staff: _____ Check #: _____

Deposit refunded by: _____ Date: _____ via _____