

**MEETING HOUSE CLUBROOM RESERVATION INFORMATION**  
2000 North New Market Street  
Carmel, IN 46032

**I PROCEDURES**

- **YOUR RESERVATION WILL BE CONFIRMED UPON RECEIPT OF A COMPLETED RENTAL AGREEMENT, RENTAL FEE AND DAMAGE DEPOSIT.**
- **RESERVING:** Stop by the VWC Owners Association at Trustee's Hall to pick up reservation forms or call #317-574-1164. Reservation forms can also be printed from the VWC Owners Association website at [www.vwcownersassn.com](http://www.vwcownersassn.com).
- **FEE AND DEPOSIT FOR A SOCIAL EVENT:** Each reservation requires a rental fee of \$125.00 in the form of a check made payable to **VWC Owners Association**. Also required is a \$200.00 damage deposit in the form of a check made payable to **VWC Owners Association**. Return of the damage deposit is based on the condition of the space after the event and compliance with the Meeting House rules. Once the room is assessed following the event and all is satisfactory, the damage deposit check may be picked up at Trustee's Hall one week after the event.
- **FOR A BUSINESS EVENT:** If it is determined that the intended use of a clubroom is for a business event or a profit-generating activity, a \$100.00 use fee will be charged in addition to the above stated rental fee and damage deposit.
- **USERS:** Only Village of WestClay property owners may reserve a clubroom. The property owner is responsible for the actions of any guest(s) and **must** be present throughout any scheduled event. The resident's scan card enables entry to the Meeting House and the first-floor clubrooms. The Owners Association staff will set computers to automatically unlock the front doors 30 minutes before the event, and doors will lock after the event.
- **PRE-EVENT INSPECTION:** Resident should inspect and report any damage to the facility and furnishings prior to the resident's event by calling Trustee's Hall at #317-574-1164. Any unreported damage noted during the post-event inspection will be considered damage that occurred during the most recent event.

**II RULES**

- **DECORATIONS:** Please do not glue, nail or tack anything to the walls or ceilings. No confetti, sparkles, birdseed, or rice is allowed.
- **Guests** should be limited to 30 to 35 people per clubroom.
- **NO SMOKING**
- **Windows** are to remain closed at all times.
- **Lights need to be turned off and doors to clubroom should be shut upon leaving the Meeting House.**
- **NOISE:** In consideration of residents using other rooms in the Meeting House, PLEASE LIMIT PARTY NOISE TO REASONABLE LEVELS. Keep amplified music down to control party noise. Also, remember all parties must be concluded and all guests cleared from the Meeting House by 1:00am.

- **CLEANING:** All resident-provided food and/or beverages must be removed from the refrigerator and/or cabinets after the event. Wipe countertops clean. Remove trash and place in the green trash toter located outside rear entrance of the Meeting House. Further cleaning will be provided by a cleaning service.

Furniture should **NOT** be moved from one clubroom to another.  
Any furniture that was moved within a clubroom should be returned to its original location.

- **DEPOSIT RETURN:** Return of deposit is based on condition of the space; including trash removal, minor cleaning, and compliance with Meeting House rules. Failure to meet all requirements will result in loss of \$200.00 damage deposit. Some examples of damage that would require the Owners Association to retain the damage deposit include, but are not limited to, damage to carpet, such as stains, damage to walls, such as chipped paint or torn wallpaper or damage to furniture, such as stains or tears in the fabric.
- **CANCELLATION:** A two-week cancellation notice is requested as a courtesy to other residents. This may change as the Village of WestClay population grows and the demand for clubroom rentals is greater.

**The OA reserves the right to cancel a reservation up to 24 hours prior to the event if information becomes available that the intended use of the room or number of guests does not comply with the rules stated above.**

### III REMEDIES

Paragraph 21 (e) (iii) of the Declaration of Covenants and Restrictions for the Village of WestClay provides that the OA may suspend the right of any homeowner to use the Village Community Buildings (any and all Amenity Centers / Parks) in the event of a violation of the rules adopted by the association regulating the use of such facilities. In applying such sanctions, a parent may be deemed personally responsible for the impermissible conduct of a child.

I further agree to be responsible for **all** damages to the Meeting House by me or my guest(s) during my event, and **I will** be present at this event at all times.

---

Resident's Signature

Date

Room:  
 Green Room  
 Rose Room

**RENTAL AGREEMENT**  
**The Village of WestClay**  
**Meeting House Clubroom**  
**2000 North New Market Street**  
**Carmel, IN 46032**

Use:  
 Social  
 Business

I \_\_\_\_\_ (resident's full name) hereby request the use of the Village of West Clay Meeting House Clubroom, have read the procedures and policies on the attached sheets and hereby agree to abide by all of its policies.

*(Please Print)*

**Resident's Name**

---

**Address**

**Lot No.**

---

**Telephone** (home)

(work)

---

**Date of Event**

**Hours**

to

---

**Number of Persons** (Must not exceed 35 people)

---

**Use**

---

I further agree to be responsible for **all** damages to the Meeting House by me or my guest(s) during my event, and **I will** be present at this event at all times.

**Resident's Signature**

**Date**

---

**Please make checks payable to Village of WestClay Owners Association**

**FOR OFFICE USE ONLY**

\$ 200.00 Damage Deposit paid

Check #

---

\$ 125.00 Rental Fee paid

Check #

---

Gave to Accounting

Initials

---

Date Deposit returned

Picked up by

Initials

---

Date of notification of deposit check not being returned

Initials

---

Notes

---

**Return form to:**

**The Village of WestClay OA**  
**Trustee's Hall**  
**12884 Broad Street**  
**Carmel, IN 46032**