

PROVOST PARK CLUBHOUSE RESERVATION INFORMATION
12545 Meeting House Road
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.
- **Exercise rooms will remain open for other residents when clubhouse is reserved. Your reservation is for the space in the clubroom only.**
- **FEE AND DEPOSIT FOR A SOCIAL EVENT:** Each reservation requires a rental fee of \$150.00 for the clubroom in the form of a check made payable to **VWC Owners Association**. Also required is a \$200.00 damage deposit for the clubroom 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 Provost Park Clubhouse 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.
- **KEYS: Keys may be picked up at Trustee's Hall before the scheduled event and must be returned after the event.** Your scan card will enable you to enter the clubhouse, but the key is required to open the furnished clubroom. The Owners Association staff will set computers to automatically unlock the clubhouse doors 30 minutes before the event, and doors will lock after the event.
- **POOL:** Reservation of the clubhouse **does not** include reservation of the pool area. The pool cannot be closed during pool hours for private parties. Private pool parties must take place after pool hours. Lifeguards must be present and can be provided for an additional charge through the pool management company.
- **USERS:** Only Village of WestClay property owners may reserve the clubhouse. The property owner is responsible for the actions of any guest(s) and **must** be present throughout any scheduled 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 locked upon leaving the clubhouse.**
- **NOISE:** In consideration of residents who live near the clubhouse, 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 clubhouse by **MIDNIGHT**.
- **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 outside bin located on the east side of the parking lot next to the storage shed (sight may be blocked by fence to help protect from weather).** Further cleaning will be provided by a cleaning service.

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, compliance with Provost Park Clubhouse rules and return of key. Key must be returned the day following your reservation. 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 Provost Park Clubhouse 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:
 Clubroom

RENTAL AGREEMENT
The Village of WestClay
Provost Park Clubhouse
12545 Meeting House Road
Carmel, IN 46032

Use:
 Social
 Business

I _____ (resident's full name) hereby request the use of the Village of West Clay Provost Park 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 Provost Park Clubhouse 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 #

\$ 150.00 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