

# LANDIS LAKES RECREATION ASSOCIATION CLUBHOUSE RENTAL/RESERVATION REQUEST

Resident Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Date Requested:** \_\_\_\_\_ **Expected Attendance:** \_\_\_\_\_ (Not to exceed 40) **Timeframe:** \_\_\_\_\_

*Reservation fee is \$250 & a separate \$200 damage/security deposit of \$200. The damage security deposit is refundable after an inspection of the Clubhouse after the event.*

**I AGREE TO ABIDE BY FOLLOWING RULES & REGULATIONS FOR USE OF THE CLUBHOUSE & ASSUME FULL RESPONSIBILITY FOR ACTIONS, CONDUCT & DAMAGE OF ANY OF MY GUESTS.**

**IF ONE OF MY GUEST IS INJURED AT MY EVENT OR IF THEY INJURE SOMEONE ELSE ON THE PROPERTY, I WILL BE RESPONSIBLE.**

- 1) Rental is only for the date shown above. Entering the facility prior to or after the date for any reason will result in forfeiture of said deposit.
- 2) You may enter the Clubhouse in advance to your event to adjust the temperature & prepare for your event.
- 3) The TV may be used for RCA jack or alternative HDMI hook up.
- 4) The swimming pool is NOT included in this rental.
- 5) The outside patio is only available during non-pool hours or if the pool is out of season. It is not automatically included in the rental. No inside furniture may be taken to the patio.
- 6) Taping or using stick picks to attach anything to the walls, ceiling, or molding will result in loss of the damage/security deposit. This causes damage to the Clubhouse .
- 7) Clubhouse must be cleaned inside immediately after the event following the checklist on the next page. All trash must be taken off premises to another location for disposing.
- 8) Smoking is not allowed in the Clubhouse at any time.
- 9) No cooking or grilling or frying inside the Clubhouse. Grills may be used outside if placed 10' away from the Clubhouse.
- 10) NO illegal activities are permitted.
- 11) NO unreasonable noises or disturbances are allowed. NO loud music after 11pm. NO outdoor music after 10pm. Remember you're in a residential community.
- 12) Parking is restricted to the parking lot & the Clubhouse driveway. Parking on the streets is prohibited.

**CANCELLATIONS MUST BE MADE 30 DAYS OR MORE PRIOR TO THE EVENT  
TO RECEIVE THE \$200 SECURITY/DAMAGE DEPOSIT.**

*BY SIGNING BELOW, I AGREE TO BE BOUND BY THE ABOVE RULES & REGULATIONS & FURTHER AGREE TO COMPLETE CLEANING & EXIT CHECKLIST ON THE BACK OF THE AGREEMENT WHEN EXITING.*

\_\_\_\_\_  
**Resident**

\_\_\_\_\_  
**Date:**

For Office Use Only: Confirmed by \_\_\_\_\_ Code \_\_\_\_\_

# CLEANING/EXIT CHECKLIST

***Cleaning supplies are in the closet by the refrigerator.***

To be completed by guest upon departure. Place a check when cleaning action is completed.  
Please sign & leave on the kitchen counter

- \_\_\_\_\_ Vacuum the rug & all floors; mop all floors including floors in the hallway.
- \_\_\_\_\_ Wipe all surfaces including tables, counters, microwave sink, windows & doors with appropriate cleaning products.
- \_\_\_\_\_ Clean all bathrooms & lock doors.
- \_\_\_\_\_ If patio was used during non-pool hours, sweep & clean the outside space.
- \_\_\_\_\_ Empty & clean the refrigerator & freezer. Clean the shelves if used.
- \_\_\_\_\_ Remove all decorations used during the event making sure no decorations were taped or pinned to the walls
- \_\_\_\_\_ Turn off all fans & lights.
- \_\_\_\_\_ Place furniture in the original position including pillows on the sofas.
- \_\_\_\_\_ Lock all doors leading to the patio.
- \_\_\_\_\_ Direct the plantation shutters upward.
- \_\_\_\_\_ Place the temperature to 55 degrees in the winter & 89 degrees in the summer time. The setting should be placed on auto.
- \_\_\_\_\_ Remove all trash from the premise & deposit in another location.

THANK YOU FOR HELPING MAINTAIN THE CLUBHOUSE IN MINT CONDITION! :)

*I acknowledge that all items on the cleaning checklist have been completed.*

Please sign & date: \_\_\_\_\_

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Please let us know of any maintenance needs.

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Available cleaning supplies:

vacuum, broom, mop for floors, cleaning chemicals

See attached sheet for Clubhouse locking directions.

**in case of emergency not related to medical or fire reasons,  
contact Kentucky Realty at 502-473-0003**