

Indian Lake Property Owners Association, Inc.
USE of Community Hall

1. The Community Hall is available for use by Association members who are in good standing on a reservation only basis.
2. A Member may reserve the Hall for a private rental or an open function (defined in #4 below).
3. If reserving for a **PRIVATE RENTAL**, the Member must pay the **cash security deposit** and rental fee, as outlined below. Use of the Hall during the rental shall be restricted to the Member and their invited guests.
4. If reserving for an **OPEN FUNCTION** *, (* Definition of **OPEN FUNCTION**: Indian Lake Member's Function – NOT private functions, such as family reunions; weddings/receptions / showers; family parties i.e. birthday parties; or Non-Indian Hills sanctioned gatherings, i.e. private club meetings, which are not in benefit of Indian Lake Association, etc.)
The Member shall:
 - Reserve the Hall, AT LEAST 45 days prior to the event (to allow ILPOA to announce event in monthly newsletter, to notify all other members of said function).
 - Pay a cash deposit, but not the rental fee or optional cleaning fee. In lieu of the optional cleaning fee, the Member agrees that their use of the Hall during their event will not be exclusive. Other Members may attend the function if they so desire.
 - The Member agrees to and is responsible for cleaning the Hall immediately after the conclusion of their open function as stated in lines 11 & 15.
5. A Member's reservation for a private rental of the Hall shall at all times have priority over a Member's open function reservation.
6. The hours of availability are 8:00am to 12:00 midnight.
7. The use of the Hall does not include reserved use of the beach, beach swim area, basketball or shuffleboard courts, picnic shelters, ball field, tennis court or other outdoor Association properties. Nor does it include use of the Patio unless specifically requested on this form.
8. Maximum occupancy is 125 people.
9. Use of the hall allows use of the refrigerators, sink and ice machine (please close lid after every use and place ice scoop in bin on top).
10. A rental with the use of the kitchen simply includes the propane being turned on for use of the ovens; it does not include use of Association pots, pans or other equipment for cooking.
11. All waste is to be placed in trashcans during the use of the Hall. At the conclusion of the private rental/open function, all trash is to be removed from the Hall and placed in the outside dumpsters.
12. Parking by event attendees is limited to the designated parking lots. Parking on the street is not allowed.
13. The playing of music, live or recorded, is allowed only inside the Hall.
14. Nothing shall be attached to the interior walls including but not limited to nails, tape, staples, etc. Nails are in place at the top of each wall from which decorations can be suspended. Nothing may be attached to exterior walls.
15. All tables and chairs must be wiped down and placed back on the appropriate storage carts after Security has checked them over. Floors will be swept and mopped (equipment in supply closet). Restrooms will be cleaned, and toilet paper, soap dispenser, etc. must be restocked from supply closet.
 - a. * Option to pay cleaning fee of \$150.00 without kitchen or \$175.00 with kitchen out of the cash security deposit. _____ initial here.
16. All fans and lights must be turned off and thermostats reset to 60 degrees during fall/winter and 75 degrees during spring/summer.
17. Call Security at 573-259-3700 at least 30 minutes prior to needing the hall open and again 30 minutes prior to leaving the Hall to go through check-in and check-out procedures. If member who rented the Hall does not wait and go through the check-out procedure with Security, Security's view of the condition of the Hall is final. No key to the Hall or dumpster area will be issued to the Member reserving the Hall.
18. FEES: A **cash** deposit of \$250.00 is required for **both** private rentals and open functions, and must be paid at least five (5) days prior to the rental date. It is understood that, if the Community Hall is not cleaned, as per lines 11 & 15, by the Member/renter, or if damages to the Community Hall occur, ILPOA has the right to withhold the return of this Cash deposit, to cover said expenses.

RENTAL FEES:

The rental fee for the Hall with the use of the kitchen is \$75.00 for first 4 hours and \$15 per hour for every hour thereafter.

The rental fee for the Hall without the use of the kitchen is \$50.00 for first 4 hours and \$10 per hour for every hour thereafter.

The rental fee must be paid at least five (5) days prior to the rental date.

No rental fee is charged for an open function.

19. The Member reserving the Hall for a private rental or open function also agrees to the following:

- a. The Member assumes full and complete responsibility for all activities engaged in during their use of the premises including, but not limited to, the consumption of alcoholic beverages.
- b. It is expressly understood and agreed that the Member shall not allow any overindulgence of alcoholic beverages on the premises.
- c. The Member expressly agrees that Indian Lake Property Owners Association, Inc. (ILPOA) shall not be liable for any personal injury or property damage incurred which might arise from the use and occupancy of the premises by the Member and/or their guests.
- d. The Member further agrees that in the event of any claim(s), cause(s) of action or lawsuit(s) is/are brought against ILPOA, arising from the use and occupancy of the premises by the Member and/or their guests; it shall be the duty and obligation of the Member to defend such claim(s), cause(s) of action or lawsuit(s) at their expense.
- e. The Member agrees to fully and completely hold ILPOA harmless from any damages, claims or judgments arising out of the Member's use of the premises.

I agree to all of the above.

Print Name (Member)	Address	Daytime Phone #
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Signature of Member

Date of Event ____/____/____ Time of Event _____ to _____ Use of Kitchen: Yes No

Type of Event (Check One): RENTAL ____ OPEN FUNCTION ____ Use of Patio: Yes No

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Office Use Only

Cash Deposit: \$250.00 Date Paid ____/____/____ Hall Inspected: Date ____/____/____

+ Rental Fee: _____ Date Paid ____/____/____ Approved by: _____

+Opt. Cleaning Fee to come out of deposit Date ____/____/____

Total Due: _____ (Refunded by Check No. _____)

(Revised by Board and Approval June 10th 2016)