



Indian Lake Property Owners Association, Inc.

17 Indian Hills Dr. Cuba, MO 65453
573-885-3630

indianlake@ilpoa.org



Community Hall Rental Conditions

The Indian Lake Property Owners Association (ILPOA) Community Hall is available for rental by Members (person on the deed to the property) who are in good standing of the Association.

Reservations will be taken on a first-come, first- served basis. Reservations are confirmed upon the receipt of deposit, cleaning fee & rental fee and the signed agreement. Deposit, cleaning fee & rental fee and signed agreement must be into the office 10 business days after making the reservation. Please contact the office at 573-885-3630 or indianlake@ilpoa.org for available dates.

Member agrees to the following rules, terms and conditions:

1. A member's reservation for a private rental of the Hall shall at all times have priority over Member's open function reservation.
2. Only ILPOA member's, in good standing, may reserve the Community Hall and must be present for the entire time of the rental. The member will be held responsible for the conduct of their guests. **The Community Hall may not be sub-leased by a member for a non-member party host use.**
3. A reservation request, once made, will be held reserved for five (5) days pending payment of the rental fee and deposit and the signed agreement. If at the end of five (5) days these have not been received, the reservation will be cancelled and the requested date again made available to other members of the ILPOA.
4. 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.**
5. If using the patio, please empty patio trash cans and clean up the area.
6. Use of the hall allows use of the refrigerators and sink.
7. A rental with the use of 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. If kitchen was used and it was not paid for by member, the amount will be taken out of the \$250.00 deposit.
8. The hours of availability are 8:00am to 12:00 midnight. Maximum occupancy is 125 people.
9. All tables and chairs must be wiped down and placed back on the appropriate storage carts. All waste is to be placed in trashcans during the use of the Hall. At the conclusion of the event rental, all trash is to be removed for the Hall and placed in the outside dumpsters. All fans and lights must be turned off and thermostats reset to 60 degrees during fall/winter and 75 degrees during spring/ summer.
10. The use of the TV is prohibited. The WIFI password is **ladiesclubrocks**.
11. **NO SMOKING** is allowed in the Hall.
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. Call Security at **573-259-3700** at least 30 minutes prior to the event and again 30 minutes prior to leaving the Hall to go through check-in and check-out procedures. The member that rented the Hall must go through the check-in and out list with Security. The member must be present for the full event, if not, member could loss membership privileges. If member who rented the Hall does not wait and go through 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.
16. Member renting Community Hall is responsible for letting in their guest. Following options are:
 - a. Have someone Positioned at the Gate and use the member's card to allow only guests to enter the community.
 - b. Provide the guests with the community center's 4-digit code for the phone in the kitchen. Will be responsible to answer the kitchen phone and then press 9 to remotely open the gate. The Community Hall's **4-digit code is 2640.**
 - c. Provide guests with your 4-digit code to your cell phone. Because their cell service may be limited, they may need to log onto the Community Hall WIFI and then turn on WIFI calling on their smartphone. For password to WIFI please see #10.
 - d. ILPOA Security **should not be called** to let guests attending their function gain access to the community.
17. The Member reserving the Hall for a private rental 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 premised 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 premised 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.

Member Signature

Date

Rental Fees:

Rental Fee: \$160.00. The rental fee must be paid at least 10 business days prior to the rental date.

+Cleaning Fee: The cleaning fee for the Hall is \$90.00

Extra Rental Fee: If you need a day before or a day after your reservation to setup or tear down, there will be an extra rental fee of \$50.00/day.

Deposit: The Community Hall is available for private functions/parties with a rental deposit of \$250.00 and hall fee payable by cash or check to ILPOA which member is to provide with this signed agreement at the time of rental. The deposit and fee must be paid by the member only, deposit check will only be issued back to the member renting the hall. The deposit check will be deposited into ILPOA bank account. Any damages will be deducted from the deposit based on repair and/or replacement costs. Community Hall must be returned to #8 in agreement or additional money will be taken out of deposit. Additional charges may be incurred depending on the extent of the damage. Any repair costs, fines or charges in excess of the \$250.00 deposit shall be posted to the member's account.

- a. Please allow up to two weeks, after the rental date, for the deposit check to be issued back to you. A board member has to approve the check and two board members have to sign the check.

Cancellation Fee: Event cancellations with less than 14 days' notice will result in a \$50.00 cancellation fee. Cancellation notice less than 3 days' notice will result in a \$75.00 cancellation fee.

Name of Member: _____

Lake Address: _____

Lot No. _____

Phone No. _____

Alternate Number: _____

Email Address _____

Date of Event: ____/____/____

Time of Event: _____ to _____

Use of Patio: Yes No Use of Kitchen: Yes No

Office Use Only

Deposit: \$250.00

Date Paid ____/____/____

Hall Inspected: Date ____/____/____

+Rental Fee: \$160.00

Date Paid ____/____/____

+Cleaning Fee: \$90.00

Date Paid ____/____/____

Total Due: \$500.00

Cancellation Date : ____/____/____

Refund Deposit Check No. _____