

**RUBY FOREST HOMEOWNERS' ASSOCIATION, INC. - CLUBHOUSE RENTAL AGREEMENT**

website: [www.rubyforest.net](http://www.rubyforest.net)

email: [clubhouse@rubyforest.net](mailto:clubhouse@rubyforest.net)

**Applicant's Information:**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 HOA Member:  Yes  No

**Event Information:**  
 Type of Event: \_\_\_\_\_  
 Alcohol served:  Yes  No  
 Use of the Pool\*:  Yes  No  
 \*Use of the pool is restricted to full RFHOA members and maximum of 20 guests. See additional requirements and restrictions below.

**Rental Rates (effective 1/1/2023):**

|   |  |
|---|--|
| <b>Monday - Thursday (Non-Holiday):</b> | <b>Friday - Sunday &amp; Holidays:</b> |
| RFHOA Member: \$20 per hour             | RFHOA Member: \$40 per hour            |
| Non-Member: \$50 per hour               | Non-Member: \$100 per hour             |

**Date(s) and Time Requested for Rental of Clubhouse:**  
 Date(s): \_\_\_\_\_  
 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ (including set-up)

**Calculation of Charges for Rental:**

|  |                  |
|--|------------------|
| Rental Fee: _____ hours @ \$_____ per hour = | \$ _____         |
| Cleaning Fee (non-refundable):               | + \$ _____ 50.00 |
| <b>TOTAL (RENTAL FEE+ CLEANING FEE):</b>     | <b>\$ _____</b>  |

**DEPOSIT** (refundable- see Cancellation Policy set forth below):  
**\$250.00 for RFHOA Members; \$750 for non RFHOA Members**  
 \*Two separate checks must be issued at time of reservation: one check for Deposit, one for the Rental Fee

| CONDITION CHECK | Check-In | Check-Out | Comments | Initials |
|-----------------|----------|-----------|----------|----------|
| Kitchen         |          |           |          |          |
| Bathrooms       |          |           |          |          |
| Main Hall       |          |           |          |          |
| Carpet/Floors   |          |           |          |          |
| Other           |          |           |          |          |

The undersigned Applicant agrees to assume full responsibility for his/her actions and for the actions of his/her guests while renting the clubhouse of the Ruby Forest Homeowners' Association, Inc. ("RFHOA"). This includes but is not limited to: violation of any RFHOA rules or regulations, damage to the clubhouse or any RFHOA property, serving alcohol to guests, and any illegal acts.

Applicant acknowledges receipt of the "**Rules and Information for Clubhouse Rental**" which is incorporated herein by reference and Applicant agrees to abide by all terms and conditions set forth therein.

**ALCOHOL:** Applicant acknowledges that the sale of alcohol on the premises is strictly prohibited, and Applicant assumes all risk and liability associated with serving alcohol during the Event.

**CLEANING:** Applicant agrees to return the clubhouse to the RFHOA in its pre-rental condition upon conclusion of the Event and Applicant agrees to return the tables and chairs to the storage closet. If additional cleaning is required following the Event, Applicant agrees that the cost incurred by the RFHOA will be deducted from the deposit. In the event any damages or cleaning fees incurred by the RFHOA exceed the amount of the deposit, the Applicant agrees to make payment to the RFHOA of the balance.

**PAYMENT:** Reservation of the clubhouse is not confirmed until this signed Agreement and payment of the Deposit is received by the RFHOA Clubhouse Coordinator. A separate check for the Deposit and an additional check for the Rental Fee + Cleaning Fee must be delivered to the RFHOA Clubhouse Coordinator at least 14 days prior to the Event. See attached Rules for forms of payment that are accepted.

**POOL:** Unless specifically noted above, use of the pool is not part of this Agreement and is off limits. If use of the pool is included as part of this Agreement, Applicant understands that it will not have exclusive use of the pool and it will be shared by full members of the RFHOA. Applicant agrees to make arrangements directly with a lifeguard of the current pool company for a lifeguard to be on duty for the duration of the Event if 6 or more guests will be using the pool, and Applicant is responsible for payment to the lifeguard.

**CANCELLATIONS:** The reservation may be cancelled by delivering written notice to the Clubhouse Coordinator via email at [clubhouse@rubyforest.net](mailto:clubhouse@rubyforest.net). If notice of cancellation is delivered to the Clubhouse Coordinator at least 5 days prior to the scheduled event, the deposit and rental fee paid in advance will be refunded. Any reservation that is cancelled less than 5 days prior to the event will forfeit the full rental fee.

**NO GLASS is ALLOWED IN THE FENCED POOL AREA AT ANY TIME. Grills require special approval. All violations of this rule will result in an automatic \$500 fine and 30-day suspension of member privileges.**

**APPLICANT** **RUBY FOREST HOMEOWNERS' ASSOCIATION, INC.**

\_\_\_\_\_  
 Signature Date Signature of Representative Date

| OFFICE USE ONLY:              | DATE:         | CHECK # |
|-------------------------------|---------------|---------|
| Contract/Deposit Received:    | _____ / _____ |         |
| Rental/Cleaning Fee Received: | _____ / _____ |         |