

If you are interested in renting the Ruby Forest Clubhouse:

- Please check the online Ruby Forest Clubhouse calendar (within the clubhouse section of the RF website) to ensure your desired date is not already reserved for another function.

Only one event is allowed each day, regardless of the desired times.

- IF your desired date is open, please send an e-mail to clubhouse@rubyforest.net requesting a reservation for your event.
- Please print, complete, and sign the Clubhouse Rental Agreement.

[This can be printed off from the clubhouse section of the website]

- For RFHOA members: Drop off the signed rental agreement, one check for the \$250 refundable deposit and a second check for the rental/cleaning fee (there should be two total checks) in the lockbox at the clubhouse (it's located to the left of the entrance). Both checks can be personal checks.
- For Non-RFHOA members: There is a refundable deposit of \$750 for nonmembers, which can be paid with a personal check. However, the second check for the rental/cleaning fee must be in the form of a cashier's check or money order.
- Only RFHOA Full members can use the pool during a clubhouse rental and, even then, only if authorized by the Ruby Forest Clubhouse Coordinator. If you desire use of the pool during your event, you are responsible for contacting the lifeguards at the pool ahead of time to arrange for additional lifeguard staffing to accommodate those attending your event. One lifeguard is needed for each ten (10) attendees.
- To request a lifeguard, you must physically visit the pool and talk with a lifeguard to arrange for lifeguard coverage for your event.
- After this has been done, you will need to send a follow-up e-mail to clubhouse@rubyforest.net providing confirmation that you have retained additional lifeguard personnel.
- Once your paperwork, deposit and rental fee are received, your event will be added to the Ruby Forest calendar. The calendar appointment serves as your confirmation.
- A volunteer will meet you at the clubhouse 30 minutes prior to your event start time (as indicated on the rental agreement). **If you need additional set-up/rental time you must specify such in your rental agreement and pay for the additional time.**
- The clubhouse will be inspected after your event to ensure that no damage occurred. **Please note that the cleaning fee covers routine vacuuming and mopping. Any excessive cleaning and/or repair that is required will result in the forfeiture of your deposit.**
- Once the inspection has confirmed that no damage occurred because of your event, your deposit check will be destroyed – it will NOT be mailed back to you.