

LAKE JEANETTE RECREATION ASSOCIATION, INC.
LAKESIDE MEETING ROOM RESERVATION FORM

Name: _____ Phone: _____

Address: _____

Rental Hours: 8:00 a.m. - 9:00 p.m. each day.

(Rentals outside these designated times require special permission)

Date of Reservation: _____ Time Requested: _____ to _____

(Rental times must include time for set-up and clean up)

Number Expected: _____ (75 maximum allowed per Fire Marshall)

_____ SWIM & TENNIS MEMBER

_____ MASTER ASSOCIATION MEMBER

Swim & Tennis Member Fees

Deposit **\$200****

2 hour time block	\$75
4 hour time block	\$125
Each additional hour	\$15
All day use	\$175
After hours use	\$25 per hour

Master Association Member Fees

Deposit **\$200****

2 hour time block	\$100
4 hour time block	\$150
Each additional hour	\$20
All day use	\$200
After hours use	\$25 per hour

MAKE TWO CHECKS PAYABLE TO: Lake Jeanette Recreation Association - one for Deposit and one for Fee

Please Initial the Following to Attest to Your Agreement

_____ **Release, Indemnity and Hold Harmless:** In consideration of the rental to me by Lake Jeanette Recreation Association, Inc., I hereby RELEASE and agree to INDEMNIFY, DEFEND and HOLD HARMLESS Lake Jeanette Recreation Association, Inc., its owners, officers, directors, employees and agents (collectively, "Indemnitees"), from and against any and all claims, demands, causes of action and actions whatsoever, including attorney fees, resulting from or arising out of my rental. I hereby release from any legal liability Lake Jeanette Recreation Association, Inc. and its Indemnitees from any and all liability for damage and injury or death to myself and or any person or property resulting from my rental and for any and all claims whatsoever, accepting myself the full responsibility for any and all such damages or injury which may result.

_____ **No Assignment:** I understand that this agreement is personal to me and may not be assigned.

_____ **Security Deposit:** I understand that the Security Deposit is a deposit against all costs of replacement, repairs or cleaning that may be required as a result of physical damage to the facilities and equipment during the rental period and against any liability that I may incur to Lake Jeanette Recreation Association, Inc. pursuant to this agreement. Further, I am responsible for all damages and/or losses to the facilities, equipment or any of its contents during that period that falls under this rental agreement. The security deposit must be paid in full before the rental period begins and will be held until the rental periods ends and appropriate inspections have been made. All rental expenses will be deducted from the deposit and the balance returned in the same manner in which it was paid. I understand that I am liable for all loss or damage to the facility and equipment which can be well in excess of the security deposit held, up to and including replacement costs.

_____ Lake Jeanette Recreation Association, Inc., its agents, employees, and Board of Directors are not responsible for any injury to any person or any damage that may result from the use of the facilities for this rental. By signing my name below, I attest that I have read the rental policies and procedures and the rental agreement and will insure that my guest(s) and I abide by them.

SIGN _____
APPROVED BY _____

DATE _____
DATE _____

Lake Jeanette Recreation Association, Inc.
Policy and Procedure for Renting the Lakeside Meeting Room
Lake Jeanette Swim & Tennis Club

1. Reservations for the Lakeside Meeting Room are made at the club office located at 5040 Bass Chapel Road, Greensboro, NC 27455.
2. Reservations should be made at least two weeks in advance. Priority is given to Club functions, club members, and Lake Jeanette home owners. You must be a member of the Swim & Tennis Club or a Lake Jeanette home owner to rent the facility.
3. Care will be taken to prevent scheduling the Lakeside Meeting Room when the Club is hosting a function which would interfere with facility parking or capacity. This will include, but not be limited to club activities such as swim meets, tennis tournaments, and special holidays.
4. Reservations require a security deposit of \$200.00 along with payment of the reservation fee. The security deposit will be returned after inspection of the facility if there is no damage or additional cleaning required.
5. The facilities approved for use in the reservation include the lower level meeting room, kitchen, bathrooms, outside lower level patio and grass area.
6. The maximum capacity for the meeting room is 75 persons by order of the Fire Marshal so guest list must not exceed this number.
7. Decorations are not allowed to be attached to the walls, ceiling, or windows. Any tack marks, nail holes, tape marks are considered damage and will be repaired from the security deposit funds.
8. The person making the reservation is responsible for the set-up and clean-up at the end of the event. All trash must be taken to the dumpster and new bags put in trash cans, tables and chairs stored properly, the floor must be vacuumed where needed, and the kitchen (including the microwave, refrigerator, sink and counters) must be left clean, bathrooms need to be left in sanitary condition. The vacuum cleaner and other cleaning supplies are located in the closet beside the kitchen.
9. Lake Jeanette Recreation Association, Inc., its agents, employees, members, and Board of Directors are not responsible for any alcohol brought onto the premises or any consequences thereof including injury to any person or damage to the premises that may result from the use of alcohol.
10. Live bands or de-jays are not allowed without the express permission of management. Time of day and other factors will be considered before permission is granted for these type functions.

Revised: January 20, 2010