

Rabbit Run Homeowner's Association, Inc.  
**Recreation Center Rental Agreement**

Revised November 2012



Rabbit Run Recreation Center members only are permitted to reserve the Rabbit Run Recreation Center located at 1920 Fort Harrods Drive in Lexington, Kentucky. The member renting the facility accepts responsibility for the rental and must attend the entire event.

**MEMBER INFORMATION**

Today's date: \_\_\_\_\_

Member name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone numbers (day and evening or cell): \_\_\_\_\_

Rental check number/amount paid: \_\_\_\_\_

Deposit check number (\$300): \_\_\_\_\_

Pool rental deposit check number (\$100), if applicable: \_\_\_\_\_  
(Required lifeguard fees should be paid directly to lifeguards following the event.)

**RENTAL INFORMATION & FEES**

Type of rental: Non-Business or Business (circle one)

Day and date of reservation: \_\_\_\_\_

Hours reserved (circle one): Day Rental - \$50 non-business / \$100 business (8 a.m. to 5 p.m.)  
Night Rental -\$50 non-business / \$100 business (6 p.m. to Midnight)  
All-Day Rental - \$100 non-business / \$200 business (8 a.m. to Midnight)

Date of walk-through: \_\_\_\_\_ Set-up time needed: \_\_\_\_\_

Deactivate front door from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

Purpose/type of event: \_\_\_\_\_

Pool area to be rented? YES NO (See section re: pool rentals)

Number of persons attending this event, including resident: \_\_\_\_\_

Will alcohol be served?\* YES NO \_\_\_\_\_ **Initial**

*\*Requires proof of homeowner's insurance policy and "host liquor liability" proof in the insurance policy.  
**Absolutely no selling of alcohol or cash bars are permitted.***

**IMPORTANT INFORMATION FOR EVENTS WITH PERSONS UNDER 21:** Rabbit Run Homeowner's Association, Inc. prohibits the possession or consumption of alcohol by persons under the legal drinking age of 21. Alcohol is not permitted at events where the majority of guests are under 21. For events where the majority of guests are under 21, admission is by invitation only, and guests who leave the facility will not be permitted to re-enter. Guests must also remain inside the center throughout the event; they may not congregate in the parking area. Events with guests under 21 must include one adult chaperone for every eight underage guests.

\_\_\_\_\_ **Initial**

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**REFUNDABLE DEPOSIT**

In order to maintain a quality facility for all members, the center will be inspected for damage or failure of cleanup after each rental. If there is damage or other poor conditions that you find prior to your rental, it is important that you notify the managing agent promptly at 312-3710 (leave a voicemail message if necessary) and **indicate the specific damage that you have observed before your events begins.** \_\_\_\_ **Initial**

A \$300 refundable deposit is required for all rentals to cover the cost of any cleanup, breakage or damage.

Deposits and rental fees are due within 72 hours of making the reservations and should be tendered in a separate check for each. Payment not made within this time period will cause the reservation to be cancelled and make the requested date available for rental by other members.

***Important:** Please note that members will be held financially responsible for all breakage, damage, or cleanup expense resulting from the event. Members restoring the facility to its pre-event condition will not be subject to any cleanup costs. Refer to the "decorations" and "cleanup" sections of this form for more specific guidance.* \_\_\_\_ **Initial**

**DECORATIONS**

Decorations used **must** be approved in advance by the Managing Agent to assure that no damage to the facility will result from their use. **No signs, balloons, streamers or other decorations may be affixed to the walls, woodwork or ceiling. Absolutely no tape should be used on same. Failure to follow this rule will result in an automatic lost of the entire \$300 deposit.** \_\_\_\_ **Initial**

Members renting the center should ensure that all guests respect the facility and avoid actions that risk any damage to it. Should damage occur the member will, at a minimum, forfeit his or her security deposit of \$300 and, if damage exceeds \$300, will be invoiced for replacement or repair costs incurred. \_\_\_\_ **Initial**

**ACTIVITIES PERMITTED**

- All activities in the recreation center must end by 12 midnight and the facility vacated at that time.
- Members must avoid congregating in the parking lot during or after events so that neighbors are not affected by noise, lights, music, etc.
- No form of gambling is permitted.
- The use of controlled substances anywhere on the property is strictly prohibited.
- Alcohol may not be served to members under 21 years of age.
- Alcohol may not be sold.
- All noise ordinances must be followed.
- Bands, DJs and other music sources must remain inside the center.

**POOL RENTAL – LIFEGUARD REQUIRED**

The pool can be used independently or in conjunction with a rental using the multi-purpose room. The pool is available for rental between the hours of 9 p.m. and 12 Midnight. In either case there will be a non-refundable \$50 rental fee plus the cost of one or more lifeguards. \_\_\_\_ **Initial**

The cost per hour per lifeguard is \$28.50 with payment to be made directly to the lifeguard(s) at the conclusion of the event. The number of lifeguards required is dependent upon the number of event attendees and will be confirmed at the time that reservations are made with the Managing Agent. Generally, one lifeguard is needed for 25 persons and under, and two lifeguards for 26 to 50 people. There will also be an additional \$100 refundable deposit to cover any cleanup or damage expense. (This will be in addition to the regular rental fee and deposit, if applicable.)

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**USE OF KITCHEN**

The Recreation Center is equipped with a catering kitchen for use by those persons renting the multi-purpose room who will be serving food and/or beverages. This kitchen is to be used only for food warming or serving. It is not equipped or approved for food preparation and is not to be used for that purpose.

Users will be expected to leave the kitchen in the same clean condition in which it was found. Failure to do so will result in the cost of clean up being deducted from the rental deposit. It should be noted that the kitchen facilities are subject to Lexington-Fayette County Health Department inspection and certification, and failure to meet Health Department standards can result in its being closed. \_\_\_\_ **Initial**

**REQUIRED CLEANUP**

We are committed to keeping the recreation center in the best shape possible for all members. Members using the facility should use the following checklist before leaving the center to ensure the facility meets appropriate guidelines. If the facility is not cleaned, all or a portion of the security deposited may be forfeited. \_\_\_\_ **Initial**

**Hallways**

Leave the hallways as you find them (watch for muddy prints and dirty carpets caused by your group). Wet mop hallway.

**Bathroom**

Check for a tidy appearance. All paper towels should be placed in trash can.

**Kitchen**

- Remove **all** items from refrigerator and freezer (including bags of ice).
- Clean the sink, if used. (Please do not throw anything in the sink)
- Wipe down the counters, microwave and the inside of refrigerator, freezer and stove, if used
- Conduct general straightening
- Sweep and mop the floor
- Close and lock the door

**Multi-purpose Room**

- Wipe down and then fold tables (All tables must be put up after every use)
- Sweep and mop the floor for a generally clean appearance (Wet mopping is fine)
- Return chairs to chair rack
- Remove any decorations (Please do not tape anything to the walls or ceiling)
- Vacuum the area rug
- Take out trash and replace the liner (Please don't throw trash in trash can without a liner)
- Wipe down the conference table and sweep and mop under it
- Pull down and close all shades before leaving
- Turn off lights and fans
- Set thermostat to 65 degrees in the winter, 75 degrees in the summer.
- Close and lock the door

I, \_\_\_\_\_, have reviewed the rental agreement for Rabbit Run Recreation Center and agree to accept and abide by these regulations and those of Rabbit Run Homeowner's Association, Inc.

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Date

*The Rabbit Run Homeowner's Association, Inc., board reserves the right to modify this rental application at any time.*

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