

LANDIS LAKES RECREATION ASSOCIATION CLUBHOUSE RENTAL/RESERVATION REQUEST

Resident: Name _____
 Address _____
 Telephone _____
 Email _____

Daily charge: (Please check one) _____ MON-THU \$75 _____ FRI-SUN \$100
Refundable damage/cleaning deposit fee: \$100 (please submit in a separate check). **Please make checks payable to: Landis Lakes Recreation Association**

Mail check and this agreement to: Paragon Management Group, 5151 Jefferson Blvd. Louisville, KY 40219.

Date requested: _____ Expected attendance: _____ (Not to exceed 40 people)

I AGREE TO ABIDE BY THE FOLLOWING RULES AND REGULATIONS FOR THE USE OF THE CLUBHOUSE AND ASSUME FULL RESPONSIBILITY FOR THE ACTIONS, THE CONDUCT AND THE DAMAGES OF MY GUESTS. IF ONE OF MY GUESTS IS INJURED AT MY PARTY, OR IF THEY INJURE SOMEONE ELSE ON THE PROPERTY, I WILL BE RESPONSIBLE.

- 1) Rental is only for the date shown above. Entering the facility prior to or after this date and time for any reason may result in forfeiture of said deposit,
- 2) Clubhouse must be cleaned inside and outside immediately after the event and all trash must be taken off premises' grounds to another location for deposit. Please utilize the cleaning checklist on the back of this agreement.
- 3) Please do not attach anything to the walls that would harm the finished paint.
- 4) No unreasonable noise or disturbances are allowed. No loud music after 11pm. No outdoor music after 10pm.
- 5) The swimming pool is not included in this agreement.
- 6) Parking is restricted to the parking lot only. On street parking is prohibited.
- 7) No smoking in the clubhouse.
- 8) No cooking, grilling or frying inside the clubhouse. Grills may be used outside and 10' away from the clubhouse.
- 9) No illegal activity is permitted.
- 10) You may enter premises several hours in advance to turn the thermostat to the proper temperature setting.
- 11) Television may be used for RCA jack hook-up.
- 12) Please limit parking to parking lot and clubhouse driveway.

BY SIGNING BELOW, I AGREE TO BE BOUND BY THE ABOVE RULES AND REGULATIONS AND FURTHER AGREE TO COMPLETE THE EXIT CHECKLIST ON THE BACK OF THIS AGREEMENT WHEN EXITING.

Resident Signature
For office use only: Confirmed by _____ Code _____

Date

EXIT CHECKLIST

To be completed by guest upon departure

- _____ Remove all trash from the premises and deposited at another location.
- _____ Sweep all carpets.
- _____ Wipe all floors with a damp cloth
- _____ Wipe all surfaces down including tables, counters, refrigerator, freezer, microwave, sink, windows and doors,
- _____ Clean all bathrooms
- _____ Patio area must be cleaned, swept and trash removed.
- _____ Please place all furniture back into its' original positions.
- _____ Lock all doors including the doors from the restrooms to the exterior.
- _____ Please turn all lights off inside and out prior to leaving
- _____ Please place the thermostat to 55 degrees in winter and 80 degrees in summer fan setting should be placed on auto.
- _____ All lights bulbs working? If not, note: _____
- _____ Please sign and leave this form on the entry table.

Supplies available:

Floor Mop

Cleaning chemicals

Broom

All the above items have been completed

Date; _____

See attached sheet for clubhouse locking directions.

Need a place to host your next social event or business meeting?

**Look no further than
your own backyard.**



The **Landis Lakes Clubhouse**, available for use by the neighborhoods of the Landis Lakes Recreation Association, is located at 14600 Landis Lakes Drive. It is conveniently located and available for a reasonable fee of \$100 (plus a refundable \$100 deposit). New to our pricing structure will be the opportunity to rent the clubhouse at a discounted rate of \$75



during non-peak rental days (Monday through Thursday). Also new and included for clubhouse renters are 30 quality and attractive white folding chairs, as well as matching four 4 Ft. round and two 6 Ft. rectangular folding tables.



The clubhouse also offers a kitchen with microwave oven, refrigerator and dishwasher. There is also access to the patio in back to accommodate more guests and provide a place to enjoy the outdoors during pleasant spring or summer days. The clubhouse can accommodate 40 people, and should be limited to this amount.

To review availability of the Landis Lakes Clubhouse, please refer to www.landislakes.com/calendar or call Paragon Management Group at **502-451-0485**. Paragon oversees the use and maintenance of the clubhouse and is located at 5151 Jefferson Blvd. / Suite 103 / Louisville KY 40219. Anyone interested in renting should contact Paragon at the number above and fill out a rental agreement form. This form can be mailed or emailed to you by Paragon or you can download it off the Landis Lakes website at www.landislakes.com/rental_agreement (and click on the rental agreement link). Please contact Paragon before 5:00pm on the Friday prior to your event through the next week to receive access to the new clubhouse locking system. We encourage you to take advantage of this wonderful benefit to our association members. We hope it may meet any hosting needs you may have.

Respectfully,
Your Landis Lakes Recreation Association Board