

**BECKONRIDGE HOMEOWNERS ASSOCIATION
COMMUNITY CENTER**

The Community Center with amenities is available for rent by residents of BHOA in good standing and by adults who are non-residents upon approval of BHOA. In order to rent the building the homeowner/renter must comply with the following:

1. Reserve the Center by calling the Association Office a minimum of seven (7) days in advance of the rental date.
2. The Center Rental Application must be completed and returned to the Association Office twenty-four (24) hours prior to use of the building.
3. Damage and cleaning deposit of \$75.00 must be paid twenty-four (24) hours prior to use of the building.
4. A non-refundable rental fee of \$30.00 is required to be paid twenty-four (24) hours prior to use of the building.
5. Make arrangements to obtain Center key not more than twenty-four (24) hours prior to use of the building. (The key is to be returned within twenty-four (24) hours after the rental date.) If not returned on time, deposit may be forfeited.
6. The homeowner/adult renter **MUST** be present at all times while the building is in use.
7. If alcohol is to be served, the homeowner must obtain a Washington State Liquor Permit.
8. The Liquor Permit must be posted and visible at all times while the building is in use.
9. The building must be cleaned after use and all trash and garbage **MUST** be removed from the premises. Center garbage receptacles may **NOT** be used for private parties. If garbage/trash is left at the Center, the homeowner will be charged \$10.00 per bag for disposal.
10. When the key is returned and the building has been checked for cleanliness and damage by the Facilities Committee Chairperson or designee, the deposit will be returned.
11. Renter has sole responsibility for (configuration) setting up the tables and chairs for their event.
12. The liability waiver must be read and signed.

The Community Center may **NOT** be reserved for any day or time conflicting with any regularly scheduled or special BHOA Board of Trustees' meeting, Committee meeting, special event or party sponsored by BHOA. Rental is on a first rent basis. BHOA reserves the right to refuse non residents at their discretion.

RESIDENT/ RENTER: _____

ADDRESS: _____

TELEPHONE: _____ **DATE REQUESTED:** _____ **HOURS REQUESTED:** _____

PURPOSE: _____

APPROXIMATE NUMBER OF PEOPLE: _____ **PERSONS UNDER 21 YEARS OF AGE:** _____ (If under 21 state general age category, i.e., elementary, junior high, senior high, or young adults.) _____

LIQUOR ON PREMISES: YES _____ NO _____

Signature: X _____

Office use: _____

Non Refundable Rental Fee: \$30.00 [] check # _____ [] cash Received By: _____

Deposit: \$75.00 [] cash [] check Received By: _____ Returned: _____

Key # _____

Received by: _____ Date: _____ Key returned by: _____ date: _____