

BECKONRIDGE HOMEOWNERS ASSOCIATION COMMUNITY CENTER

The Community Center is available for use by residents of BHOA in good standing. In order to rent the building, the homeowner must comply with the following rules.

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.
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 \$50.00 is required to be paid twenty-four (24) hours prior to use of the building. This rental fee may be changed to an amount recommended by the Facilities Committee and approved by the Board.
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 of the rental end date.)
6. The homeowner **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 \$8.00 per bag for disposal.
10. When the key is returned and the Facilities Committee Chairperson or designee has checked the building for cleanliness and damage, the deposit will be returned.
11. Renter has sole responsibility for (configuration) setting up the tables and chairs for their event.

The Community Center may **NOT** be reserved for any day or time, that conflicts with any regularly scheduled or special BHOA Board of Trustees' meeting, Committee meeting, special event or party sponsored by BHOA. Rental is on first rent basis.

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 Liquor Permit must be posted during event.

USE OF outside PICNIC TABLES: YES NO **USING BHA Charcoal BBQs?** YES NO **ONE** or **TWO** + circle +

SWIMMING? YES NO Number of guest swimming if any? Adults Children

Signature: X _____

Office use:

Non Refundable Rental Fee: \$50.00 check # _____ cash Received By: _____

Refundable Deposit: \$75.00 cash check Received By: _____ Returned to: _____

Upon inspection.

Key Checked Out: color _____

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