

## U.L.S.T.C. Pavilion Rental Process and Application

**All rentals are considered non-exclusive;** therefore, all club members have access to the club facilities during any rental event. Club members and their guests are expected to be courteous and respectful to one another. Only club members can rent the club facilities. The board wants to ensure that all rentals of the club have minimal impact on club members. Therefore, the table below lays out the guidelines that the board will use in determining club rentals.

May 1st - October 1st	
-Non-exclusive rentals Monday-Sunday -All set up must be in the Pavilion Area -This does not include kitchen use	- Maximum 20 guests

The process for renting the club is the following:

1. Complete the rental application and submit it to Rental Chair
2. Rental Chair will present the application to the board for approval
3. Rental Chair will notify the renter applicate of board's decision
4. Renter pays a rental fee of \$100 fee plus a \$100 cleaning/damage deposit. This deposit will be refunded once the clubhouse and grounds have been inspected by the Rental Chair

### Rental Rules

1. All rentals are for 5 hours in length unless otherwise approved by the board during the rental application process
2. Club Members will be responsible for leaving the club in a clean and non-damaged condition, to be verified by the Rental Chair. Rental Hosts accepts responsibility for the club premises, and for the club's and other members' property in the immediate vicinity of the rental. All specified damages to said premises or property shall be paid in full at replacement cost price. At no time shall the structure of the club be altered physically, or damaged by penetration. The use of tents, pavilions, dance floors, or any similar items must be approved beforehand. Under no circumstances shall any of these items be attached to the deck using screws, common nails, or other fasteners.
3. Club Members are to ensure that all club policies are adhered to by their guests.
4. Traffic patterns, especially on the island circle, shall remain open at all times, and no parking is allowed on the island circle unless involved in the delivery or pick up of event logistics.
5. At the end of the event, the Club Member must ensure that all trash cans and garbage are removed and placed in appropriate club dumpsters for either recyclables or trash.
6. All persons renting the club do so at their own risk and will hold harmless the U.L.S.T.C. Membership and Board of Directors for any damages, liability, or injuries incurred
7. Cancellation- If the club member cancels the event 30 days or more prior to the rental date all monies shall be refunded in full. If the cancellation occurs 29 days or less, only half the fee shall be returned, unless the BOD by majority vote agrees that extenuating circumstances warrant the full refund.

**Union Lake Sailing & Tennis Club**  
**Pavilion Rental Application**

Please print clearly!

EVENT / ORGANIZATION NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ EVENT TIMES: \_\_\_\_\_  
Day, Date – dd/mm/yyyy

RENTAL HOST NAME: \_\_\_\_\_  
Last, First, M.I. (nickname?)

ADDRESS: \_\_\_\_\_  
Street Address, City, State, Zip

PHONE CONTACT: \_\_\_\_\_  
Home Phone, Cell Phone,

VALID EMAIL: \_\_\_\_\_

EMERGENCY / 2<sup>nd</sup> CONTACT INFO: \_\_\_\_\_

PAVILION EVENT ONLY: \_\_\_\_\_ NUMBER OF GUESTS ATTENDING (25 max): \_\_\_\_\_

MISC. ADDITIONAL INFO: \_\_\_\_\_

**I have read and agreed to all terms and conditions contained on page 1 of this U.L.S.T.C. rental agreement document.**

Rental Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_