Rolling Hills Glencairn Community Services

Clubhouse Rental Application

Clubhouse Address: 1093 Sidney St, Oak Harbor, WA 98277 (office 360-678-7446)

**The Clubhouse and Picnic shelter are reserved on a first come first served basis. Rental of one does not mean you have reserved the other unless specified.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cancellation Policy:** The fee for cancellations is $25.00. To avoid cancellation fees:

* Bookings made more than 1 month in advance, cancellations must be made 1 week prior to the scheduled event.
* Bookings made less than 1 month in advance, cancellations must be made 24 hours prior to the scheduled event.

**The Rental charge is $25.00/day with a $25.00 Refundable Cleaning & Damage Deposit for Renters only.**

CLUBHOUSE RULES AND REGULATIONS

* Clubhouse is for Rolling Hills- Glencairn Members with their guests. Since renters are not members, they cannot reserve the clubhouse without written permission from their landlord. Sponsoring member must also be in good standing (dues & water bills current).
* Any Member (or Renter with permission) sponsoring a function must be present at the gathering and agree to accept responsibility for the actions of his/her guests.
* The Clubhouse is located in close proximity to private residents. Excessive noise which unreasonably interferes with the comfort and enjoyment of private property is prohibited.
* Clubhouse usage hours are limited to 8 am until Midnight. Amplified voice or music shall be kept at a level which does not violate the rights of others and must be completely turned off by 10:00 pm.
* The clubhouse is owned by a Non-profit organization, therefore admission may not be charged nor alcohol sold at this facility. If alcohol is being served you must obtain a liquor license.
* If using the pool facility as part of your event, there is a limit of 6 swimming guests.
* Capacity is limited to 49 persons.
* The clubhouse must be cleaned, floors swept and spills mopped by the applicant after its use.
* All trash must be taken with you from the facility, including the restroom. There is a $20 fee if you want to use the dumpster. The dumpster is locked so a key must be requested prior to facility use.
* Folding tables & chairs are to be folded and stored neatly.
* Lights are to be turned off & heat is to be turned down to 55°. (**Set fan at AUTO & heat switches in the ON position, there is no A/C. Adjust using arrows for temperature**)
* Doors and windows must be closed and locked.
* **Any decorations must be removed, including all tape, streamers, nails, tacks and staples.**
* The Clubhouse is a NO SMOKING Facility.
* Use only split firewood or briquettes in the picnic shelter fire pit & keep fires reasonable.
* It is unlawful to remove, destroy, damage or deface any structure, component or accessory belonging to this Community. Penalties for violations may be sought through legal channels, or assessed to your Rolling Hills-Glencairn account.

The applicant agrees to hold the Community of Rolling Hills-Glencairn, its agents and employees harmless from any and all claims, suits, demands, injuries, loss, damage and judgments, including the cost of their defense arising out of, occurring during, or the result of activities of the applicants and/or their guests.

**In Case of Emergency call Ruby 360-969-2266**

**By signing this application, the applicant acknowledges that he/she has read the Rules and Regulations, and agrees to follow and be bound by the said conditions.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Applicant

UPDATED 01/08/2017