

RESIDENTS CLUBHOUSE RENTAL AGREEMENT & USAGE GUIDELINES

21 Great Hill Rd, South Sandwich MA 02563
P.O. Box 1074, Forestdale, MA 02644, tel:508-428-8568
www.lakefieldfarms.org lakefieldfarms@comcast.net

By signing this Clubhouse Rental Agreement, you are responsible & liable for the Lakefield Farms Clubhouse, located at 21 Great Hill Rd, Sandwich, MA and your guests. You may forfeit any and/or all of your security deposit & will be required to pay for any damages and/or cleaning fees by failing to adhere to this Rental Agreement & Usage Guidelines. In executing this Agreement, you agree to have the Lakefield Farms Clubhouse ready for the next day rental or otherwise be responsible for an additional-cleaning fee of \$250.

(Homeowner)

(Date)

(Lakefield Farms Manager)

Date)

(Homeowner's Address)

(Requested Usage Date(s))

(_____)_____
(Primary Contact Phone Number)

(Email Address)

(\$125/day Check Number, \$100/day up to May 31, 2024)

(\$300 Check Number),

Both checks must be drawn on a registered Lakefield Farms resident or owner's bank account, and the security check must be dated within 5 months of the rental date.

Reminders:

1. PLEASE PRINT 2 COPIES OF THIS FORM. keep a copy of this Agreement for your personal records.
2. After your event, sign & leave the supplied checklist page (part of the Rental Guidelines) on the kitchen bar for the Rental Operations Manager's inspection. Please Note; you are responsible for the cleanliness of the clubhouse.

To secure the date(s) requested, please fill out one copy of this Agreement, sign and return this it with proper rental fee payment of \$125 per day, and the \$300 Security Deposit. **An event/function date is not secured until this Agreement & Rental Fee Payment (\$125) and Security Deposit (\$300) are received in TWO checks. We will destroy the Deposit check if there's no post-rental damage. (See Rental Guidelines).**

3. Drop this completed Rental Agreement and your 2 checks in the black mailbox next to the front door at the clubhouse. Please use an envelope. You will be called or emailed within 1 week, at the number you entered above to confirm the reservation of your event/party date. Your rental fee is fully refundable if cancellation of the event is done within 72 hours prior to the event. **If your event is on a government recognized holiday, then cancellation MUST be 30 days in advance for full refund.**
4. Please remove all un-used food and paper goods that were brought to the clubhouse. If the clubhouse is NOT cleaned properly, there will be an automatic cleaning fee of \$250.
5. Keys should be returned after your event and the clubhouse has been properly cleaned. Keys can be dropped in the mailbox by the front door after locking the door.
6. **Pets of any kind are not allowed in the Clubhouse or on its grounds. Evidence of pets following a rental may incur the use of the \$300 Security deposit for special cleaning**

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Clubhouse Rental Guidelines

Keep this section for your information

Reservations:

ONLY Lakefield farms Homeowners in good standing may reserve/use the clubhouse

- Reservation period is 7:00am – 6:00 am (23 hours)
- An adult member (over 25 yrs) of **MUST** be present for the entire function

Contact us:

After your rental is confirmed, your contact is the Rental Operations Manager, Sharon Kaczmarczyk at 774-313-0199

Usage Fees & Security Deposit:

- Usage fee must be paid in advance of the event to secure the date & submitted with a copy of the signed Clubhouse Rental Agreements and User Guidelines
- Checks should be made payable and presented to; Lakefield Farms Trust (*Event date on check, please*). 2 checks are required, namely;
 - Usage fee - \$125:00 per day, and the Refundable deposit - \$300.00
- Security deposit may be held for up to 30 days after the event and maybe forfeited in whole or in part due to non-compliance of this agreement. The Security Deposit must be paid prior to the event date
- **Both checks must be drawn on a registered Lakefield Farms resident or owner's bank account.**
- **Lakefield Farms Trust accepts no responsibility for any injury or loss during the use of the Clubhouse**

Parking:

- The driveway and boat ramp areas should be used for drop-off and pick-up only. Not parking for the duration and must be kept clear if emergency vehicles are needed
- The far 10 parking spots (5 on each side) are reserved for beach users. Visitors to your event must not park in these spots
- We strongly suggest that you consider car-pooling if possible

Prior to the Function:

- **Key** – Your Rental contact (Sharon Kaczmarczyk) will contact you to arrange key drop-off
- **Decorations** – Attached with **masking/painter's** tape ONLY! No pins and/or staples attached to woodwork, ceiling, walls and furniture
- Existing wall decorations, pictures, frames, sconces, etc. must not be remove from the walls due to potential breakage and damage
- Our best efforts to clear snow from the premises will be made. Snow melt is available in the "Ramp" closet.

During the Function:

- **Contacts** – For problems, report damages, etc. – The Trustee’s names and phone numbers are located next to the Table/chair storage room door.
- **Emergencies** – Emergency information is also located next to the office door
 - The Clubhouse address is - 21 Great Hill Road, Sandwich
- Absolutely NO SMOKING in the clubhouse
- **Absolutely NO PETS in the clubhouse or grounds (Please remember that folks who rent after you may be allergic to animals). If you bring pets, you may forfeit your security deposit for “Special cleaning”**
- **Telephone** – no telephone is provided for general use in the clubhouse
- Please do not place hot items that are likely to cause damage on any picnic table
- If you plan to use the fireplace, make sure you open the damper (please extinguish the fire and close the damper before you leave)
- If food or liquid spills on furniture, use a warm damp towel and blot the area
 - DO NOT USE CLEANERS OF ANY TYPE
- **Heating and cooling. We have central heating and A/C. The smart thermostat is preprogrammed for your event to 74 degrees in the Summer and 72 degrees in the Winter. During your event you may select a different comfort level.**

Conclusion of Function:

- All cleaning must be complete by 6:00 am on the day following the last event day unless otherwise permitted in writing from a Trustee
 - The attached Checklist should be used as a guide for proper cleaning procedures
 - Sign and leave a copy of the checklist on the kitchen bar for Trustee’s inspection after the event
- If the clubhouse is not cleaned properly or damage is found to the clubhouse or its contents, any and/or all of the Security Deposit may be forfeited
- Breakage or damage that exceeds the \$300 Security Deposit:
 - The Security Deposit check will be deposited and any damages over the deposited amount will be billed to the homeowner holding the event. If restitution is not received in a timely manner, legal action may be used to collect said damages plus any fees and/or payments incurred as a result of said damages and collection

If any breakage and/or problems occur during your event, it is your responsibility to report it to a Trustee immediately. If the Trustee finds any damage during the final inspection the homeowner will be contacted.

LAKEFIELD FARMS CLUBHOUSE CLEANING AND CHECKLIST

Please complete this form and leave it in the Clubhouse after the event

Cleaning equipment including vacuum cleaners, mop, trash bags, etc. are located in the closet next to the kitchen.

General: (Do not use the trash containers in the parking lot or grounds)

- _____ Remove all decorations, inside and out that you installed, including all tapes
- _____ Remove all trash from the premises and leave no food behind. **Remove ALL unused paper products**
- _____ Check and wipe out the refrigerator and oven
- _____ Return folding tables and chairs to the closet and furniture to its original location

Main Floor:

- _____ Vacuum the carpet
- _____ Mop entrance area
- _____ Wipe down surfaces
- _____ Check under furniture and cushions
- _____ Replace TV remote to table
- _____ Clean and lock all slider doors

Seasonal:

- _____ Fireplace cleaned of debris and close damper (No lit embers)

Kitchen:

Appliances – Empty, cleaned and wiped down

- _____ MWO _____ Oven _____ Refrigerator _____ Coffee makers
- _____ Dishes and utensils washed and put away
- _____ Floor swept and mopped
- _____ Cabinet doors, walls and appliances wiped down

Downstairs:

- _____ Floor swept and wet mopped
- _____ Furniture to original location

Bathrooms:

- _____ Toilets cleaned (Use supplied cleaner)
- _____ Sinks cleaned
- _____ Floors swept and mopped
- _____ Mirrors cleaned

Homeowner signature

Date

Rental Operations Manager signature