



West-Mont United Soccer Association

Character - Sportsmanship - Teamwork



CLUBHOUSE RENTAL AGREEMENT

This Rental Agreement (“Agreement”) is between “Renter” (also might be referred to as “you”) and West-Mont United Soccer Association (“WMU”). This Agreement can cover a one-time, single event, or can cover an event that covers multiple days and/or times. Exact times and dates are defined as part of this Agreement. Terms and conditions are subject to change at any time and they will apply to all rentals booked immediately after the change.

I. General Guidelines

1. As of February 2017, rental fees is \$100/ hour, admin fee \$50 and security deposit \$250.
2. Upon payment of the security deposit, the current rates are reserved.
3. When the booking is made, the contract shall be signed and security deposit paid in full.
4. The Full Rent shall be paid prior to the renter receiving the key fob for entry.
5. If the clubhouse is rented during the WMU Intramural season (April-June and Sept-Nov) then the clubhouse is available on Saturdays as follows: Setup may not begin until 3:00pm and parties may not begin until 5:00pm.
6. Items for a party can't be brought into the clubhouse until the agreed setup time. Once a renter begins to setup, the renter or someone from the renter's party must remain in the clubhouse to monitor the items. West-Mont United is not responsible for items in the clubhouse unattended.
7. Rent includes the tables, chairs, wet bar, television, main Clubhouse room, deck and bathrooms. There are 75 chairs and 8 rectangular tables.
8. WMU Board of Directors or WMU attendant has the right to be present at any time in the clubhouse and on the adjacent property to monitor the premises.
9. A WMU attendant may be present during the party. The attendant monitors the property and assures that the party begins and ends as agreed. The attendant is available to assist renter if needed.
10. WMU teams may use the clubhouse for team parties free of charge. This is a special privilege granted to teams. The team coach completes the application and is responsible for the clubhouse. The clubhouse shall be cleaned post party and a fee will be assessed for damages.
11. Use of any other portion of the facility other than the clubhouse is not permitted nor included in the rental agreement.
12. **The use of Silly String, Sparklers, Smoke and/or Fog Machines is expressly prohibited. If any of these items are used the renter forfeits the entire deposit.**
13. Dry rice, birdseed, loose glitter, and confetti are not permitted inside and outside the clubhouse.
14. When scheduling event times please remember that set-up and clean-up must be conducted in a timely fashion. Cleanup is to begin at the end of the rental time and in general should be completed in an hour.
15. Open flames, BBQ's and fire pits are not permitted.
16. If the renter hires a vendor for the party such as a caterer. The renter shall request from the vendor a certificate of liability insurance. Renter provides a copy to WMU prior to being approved.
17. The security deposit will be refunded after a building inspection is conducted. Refund of security deposit is generally completed in 1-2 weeks.



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The following rules must be followed by all renters:

1. No dogs are permitted in the clubhouse or on the premises.
2. All signs, banners and decorations are to be tied. The use of staples, tacks, nails, etc. is not permitted. No duct tape, staples, thumb tacks, or nails on the walls, posts, or beams. All signs, banners, decorations must be removed completely following your event.
3. Helium filled balloons are permitted but if they are lost in the ceiling a \$25 fee will be assessed.
4. No painting is permitted.
5. Clubhouse chairs and tables are permitted in the clubhouse and on the deck. All chairs and tables must be brought back inside and returned to storage room.
6. No ball playing, running, skateboarding or any kind of horseplay is permitted inside clubhouse, on the ramp or on the deck.
7. The use of smoke or fog machines will result in activation of the fire alarm system and will automatically deploy the local fire department. As a result the **entire** security deposit is forfeited.
8. The use of silly string or sparklers is prohibited both inside and outside the Clubhouse. Violations will result in a forfeiture the security deposit.
9. Use of dry rice, birdseed, glitter and confetti is prohibited both inside and outside the Clubhouse. Violations will result in a forfeiture of a portion or all of the security deposit.
10. Any activity that warrants the involvement of the Police will result in a forfeiture of a portion or all of the security deposit.

Clubhouse Basement and Snackbar:

1. The clubhouse basement and snackbar are not available for rent.

II. Conditions

A. Security deposit and rent payment:

Security deposit is fully refundable if the event takes place and the Clubhouse, kitchen, and bathrooms are returned in the same condition as received. Renter and WMU representative will each receive a copy of the contract. Any post-event damages are deducted from the damage deposit.

Renter is responsible for the following:

1. Any loss or damage incurred to the premises by their helpers, hired staff, other service providers, and their guests, if the damage deposit is not sufficient to cover them.
2. The conduct of their staff and guests, on and off the premises, during and following the event.
3. The proper handling of all equipment and furnishings.
4. Removal of trash to disposal bin in the back.
5. Anyone who submits a check that is returned for insufficient funds will have to reimburse the West-Mont United Soccer Association for any fees associated with that check. Any prospective Renter who causes WMU to have any bank fees applied to the Association's bank account will have to reimburse WMU for the fees incurred.
6. Checks should be made payable to: West-Mont United and mailed to PO Box 26143, Collegetown, PA 19426.



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B. Cancellation

1. If Renter cancels the booking within 30 days of the booked event date, the security deposit is retained by WMU. If Renter cancels the booking more than 30 days before the booked event date, the security deposit is refunded in full.
2. If the event is cancelled by WMU for reasons beyond WMU's control, the security deposit is fully refundable.

C. Cleaning

Renter and Team Coach is expected to return the Clubhouse and surrounding areas in the same condition as received. This includes cleaning inside and outside (front area, front walk). All trash is to be pulled and placed in dumpster. All carpets vacuumed, floors swept, bathrooms swept, kitchen cleaned, deck cleaned, tables and chairs put away. If additional cleaning is required after the end of the event, WMU will perform it and charge the cost to the security deposit. No cleaning services are provided during the event unless negotiated separately.

D. Parking

Parking area is available for use by all events at no extra charge. Renters and guests must obey parking signs and regulations. Driving or parking on any grass area is strictly prohibited.

E. Catering

1. Renter is responsible for making his/her own arrangement for a caterer.
2. Renter is not permitted to sell alcohol.
3. Grilling on the premises – inside or outside – is not permitted, either by renter or caterer.

F. Liquor

No alcohol is permitted to be sold on WMU property.

G. Smoking

The entire Clubhouse and associated areas, such as front walk, bathrooms, kitchen, patio, deck, and surrounding areas are designated "Smoke Free Areas". Additionally, there is no smoking permitted within 50 feet outside any part of the building, deck, or structure. Smoking is permitted in the parking lot only.

H. Storage, storage of party and personal items

Items for a party can't be brought into the clubhouse until the agreed setup time. Once the renter brings items into the clubhouse the renter is 100% responsible for the items. The renter or someone from the renter's party should remain in the clubhouse to monitor the items.



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III. Renter's Information

<i>Renter's information</i>	
Renter's name	
Renter's address	
Renter's phone number	
Renter's email	
Date/Times requested	
Purpose of the event	
Special requests	
Security Deposit check #	
Date security deposit received	
Rental fee due \$100/hr x ___ hrs = \$____ + \$50 admin fee	Total due \$ _____
Rental Fee check #	
Date Rental Fee received	



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IV. Consent and Release

I. Renter

I have read this agreement and agree to all the general terms and specific conditions set out and, in particular, agree that I am personally responsible and obligated to pay all charges due WMU in accordance with the conditions above. I further acknowledge and agree that any breach of any of the conditions may result in termination of my right to use the premises at the discretion of WMU.

Name(s): _____


Signature(s): _____

Date: _____

The association member on call, in case of an **EMERGENCY** (Fire, Electrical, Plumbing, etc.)

Name:	Pat Welch	Phone: 610-909-6287
Name:	Kristin Norwood	Phone: 610-842-0521

Party cleanup guideline to assist renter

	Inspected	Comments
	Carpets; Vacuumed and Free of stains	
	Bathrooms; floor swept, waste baskets empty	
	Entry foyer carpet vacuumed, floor swept	
	Trashcans are empty inside and at front door	
	Recycling bins are emptied	
	Kitchen area is clean	
	Outside front door and walk area clean	
	All party decorations removed	
	Tables and chairs are put away, deck is clean	
	No obvious physical damage inside	
	No obvious physical damage outside	