



Clubhouse Rental Agreement

Clubhouse Renter's Name:	Address:
Phone:	Email Address:
Rental Date Requested:	Rental Time Requested:
	Start Time: _____ am/pm
Total number of Guests: _____ (not to exceed 50)	End Time: _____ am/pm
Rental Fee: \$50	Refundable Security Deposit: \$150
Facility Use Purpose: Party _____ Meeting _____ Other, specify _____	

GENERAL INFO- The Robin Ridge Clubhouse, located at 2325 NW 151st St., Edmond, OK 73013, may be rented for private events. Robin Ridge HOA functions will take precedence over all other events. Rentals will be made to Robin Ridge residents who are in good standing, with respect to dues, fines, assessments and applicable covenants. The Robin Ridge clubhouse, pool, and bathrooms are non-smoking. All rental requests must be submitted at least 14 days in advance. Scheduling, including any changes in date and/or times, is subject to availability. **DO NOT SEND OUT INVITATIONS OR MAKE ANY OTHER PLANS FOR YOUR PARTY UNTIL YOU HAVE BEEN CONTACTED BY THE HOA WITH APPROVAL OF YOUR RENTAL. IF YOU DO NOT HEAR BACK WITHIN ONE WEEK YOU CAN CONTACT THE SOCIAL COMMITTEE VIA THE FORM ON THE WEBSITE CONTACT PAGE AT WWW.ROBINRIDGEHOA.ORG**

The renter acknowledges that the clubhouse is under 24 hour video surveillance. Any damage observed should be noted on the pre-rental form during the pre-rental walk through. The Robin Ridge clubhouse is protected by an alarm that is active and will be disarmed prior to the pre-rental walk through. The board reserves the right to refuse rental to anyone without cause. The Robin Ridge Homeowners Association will not be liable for any expenses incurred by the renter as a result of a cancellation due to circumstances beyond our control.

POOL- The swimming pool is typically open from Memorial Day until Labor Day but may not be rented for the exclusive use as part of a clubhouse rental. The clubhouse restrooms will remain open to residents utilizing the swimming pool during the summer swimming season. Renters utilizing the pool and their guests are obligated to follow the posted rules. **No lifeguards are on duty for the swimming pool.**

RENTAL FEE & SECURITY DEPOSIT- The clubhouse rental fee is \$50 for a Robin Ridge resident. In addition, a refundable \$150 deposit is required for all rentals. The rental fee and deposit must be in the form of two separate checks written to Robin Ridge HOA. **All checks will be deposited prior to rental.** The security deposit will be refunded within 7 days after confirmation that the clubhouse was left in a clean, undamaged and ready-to-use condition. Any repairs that exceed the deposit will be the sole liability of the renter. Any costs for damages exceeding the deposit shall be paid within 10 days or appealed to the Robin Ridge Homeowners Association Board. Any legal costs incurred by the Robin Ridge HOA in the collection of any damages not paid will be solely the responsibility of the renter.



CANCELLATIONS- Cancellations must be made 7 days prior to rental or will result in forfeiture of the rental fee.

OCCUPANCY- The Clubhouse occupancy is limited to 50 people. The renter must be 21 years of age and remain on site for the duration of the rental. Clubhouse rentals for adolescent functions will require one adult for every five adolescents. The renter assumes all liability for damages caused by their guests.

RENTAL HOURS- The clubhouse can be reserved for six hour blocks of time Saturday and Sunday beginning at 9am and ending at 9pm. **Weekdays the clubhouse is available for rent from 5pm – 9pm only.** **CHANGES IN TIME CANNOT BE GUARANTEED. THE DEPOSIT MAY BE FORFEITED IF THE RENTAL GOES OVER THE RESERVED AMOUNT OF TIME.**

DECORATIONS- No tape, tacks, nails, etc. should be used on the walls. Any damage to painted walls will result in the walls being repainted at renter's expense. In most cases, complete walls will be repainted.

ALCOHOL & DRUGS- Alcohol and drugs are not permitted on the premises and will result in immediate eviction from the clubhouse and forfeiture of all deposits and barring of future rental events at the clubhouse by the renter regardless of status with the HOA.

PETS & ANIMALS- No pets or animals are permitted in the clubhouse without prior approval by the Robin Ridge HOA Board. All requests for animals must be noted on this form and may be subject to additional deposits. No animals may be present unless specific permission is granted by the Board.

PARKING & NOISE CONTROL- Guests must park in the clubhouse parking area. Parking is not permitted on grass, side of streets, walkways or by fire hydrants. Violators will be towed at vehicle owner's expense. Renter and guests must be considerate of homeowners in the proximity of the clubhouse. Music and noise should remain at a respectful level and remain inside. To avoid conflict with the City of Oklahoma City noise policy, all music must end at 10pm. The park, playground, basketball court and common area are closed at dusk.

This agreement is not valid prior to receipt of the rental and security deposit checks and approval by the Robin Ridge HOA.

Place this agreement along with checks for rental fee and security deposit into the mailbox located in front of the Robin Ridge clubhouse. The Robin Ridge HOA board will review the agreement and contact the renter upon its approval. No guarantees on the availability and/or scheduling of the clubhouse can be confirmed until this application is approved.

Clubhouse Renter's Signature _____ Date _____

Reserved for Robin Ridge HOA use:

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Robin Ridge HOA Approval _____ Date _____

Robin Ridge HOA ~ 2325 NW 151st Street ~ Edmond, OK 73013
www.robinridgehoa.org

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