

**Lake Lincolndale Property Owners Association  
Clubhouse Rental Agreement**

This Agreement is between \_\_\_\_\_ hereinafter called the Renter and Lake Lincolndale Property Owners Association, Inc., hereinafter called L.L.P.O.A.

**Date of Rental:** \_\_\_\_\_

**Rental Fee:** \_\_\_\_\_

**Security Deposit:** \_\_\_\_\_

**Rental Space:** \_\_\_ Upstairs Main Hall (Capacity 140)  
\_\_\_ Men’s Club Lounge (Capacity 40)  
\_\_\_ Men’s Club Lounge/Beach (Capacity 40)

**Important Phone Numbers**

**For Emergencies – Call 911**

Clubhouse Coordinator – Sheilah Schmidt: (914) 275-2890  
**email:rentals@lakelincolndale.org**

Treasurer – Pat Kelleher: (914) 248-5724

President of L.L.P.O.A. – Rebecca Wintle: (914) 556-8492

**Fees Associated with Using the Clubhouse**

All persons requesting the use of the Clubhouse are required to submit a Security Deposit in addition to the Rental Fee. The Security Deposit is returned once the Clubhouse Coordinator has checked the Clubhouse and she/he has determined that everything is satisfactory and the Codes of Conduct have been followed. It is the sole responsibility of the Clubhouse Coordinator to determine if the facility has been satisfactorily cleaned and there are no damages. Bear in mind that the Renter will be expected to rectify anything the Clubhouse Coordinator deems necessary (i.e. cleanliness of facility, broken items, etc.). A Check-List is provided to help ensure that everything is in order. Note: The Treasurer returns the Security Deposit, NOT the Clubhouse Coordinator.

If keys are lost, \$50 will be deducted from the Security Deposit. The key must be returned with the checklist within 24 hours of the event.

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The Rental Fee and the Deposit are required three weeks in advance of the event. **Please make two checks (one for the rental fee and one for the deposit) payable to L.L.P.O.A. Mail checks and rental agreement to Ina Lee, PO Box 293, Lincolndale, NY 10540.**

## Rental Agreement

To reserve the Lake Lincolndale Clubhouse, a Facility Rental Agreement must be completed, signed and returned to the Clubhouse Coordinator. Members **MUST** be current on their dues in order to rent the facility.

## Cancellation Policy

Renter will forfeit the following for cancellations:

\$25.00 up to two months in advance of event.

25% of rental amount up to two weeks in advance.

Exceptions will be made for a severe weather event. Medical and other emergencies will be determined on a case by case basis.

## Information Regarding the Clubhouse

- **Smoking is NOT permitted in any part of the building.**
- Decorating is restricted to the tables and poles only. Do not use thumbtacks, staples or scotch tape. Masking tape may be used. No confetti or glitter is allowed.
- A switch for the ceiling fan is located in the middle of the wall in the Main Hall on the beach side of the building. The ceiling fan is NOT to be used during cold weather when the furnace is running, as this may cause major problems. A second switch for the ceiling fan on the court side is located on the back stage wall.
- The thermostat is located on the wall towards the back of the building, by the stage. Set the thermostat at 55 degrees when leaving the building. (Note: during cold weather, the building takes a long time to reach the

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- selected temperature. You may therefore want to plan on turning the thermostat up several hours before your guests arrive).
- Please do not plug in and turn on too many items in the same outlets. This may cause electrical service interruption. If this does occur, the situation can usually be corrected by unplugging the electrical items, and then checking the circuit breaker located behind the Main Hall kitchen door.
- The doors to the Clubhouse are to be kept locked when the building is not occupied, including during set-up time. (Be sure to keep the keys on your person at all times – the door may lock behind you, thus locking you out of the building).
- Outside landing is not a **deck or balcony**. Please don't allow your guests on this landing. It is a **Fire Escape only**; no standing is allowed.
- The Lake Lincolndale Property Owners Association is not responsible for any valuables or personal property left on the premises.
- Animals, with the exception of service animals, are not permitted inside the L.L.P.O.A. Clubhouse without prior approval of the Clubhouse Coordinator.
- Any rental with participants under the age of 18 is required to have at least one adult chaperon for every ten minors present during the event.
- All candles must be contained in a glass container taller than the top of the candle flame.

### Codes of Conduct

As a party to this Rental Agreement, you and your guests are required to adhere to the following Codes of Conduct. Please be advised that if you, or your guests, violate any of the following Codes of Conduct, your Security Deposit may be forfeited and your rental/sponsorship privileges may be suspended.

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- You (Renter) are responsible for any damage to L.L.P.O.A. property caused by you or your guests. If you, or your guests, cause any damages, your Security Deposit will be applied to repair or replace the damaged property. Additional costs, if warranted, may also be required of you.
- You (Renter) are required to operate your event in an orderly and reasonably quiet manner as not to create a nuisance to the surrounding residences. This includes outside the Clubhouse and parking lot. No music or loud noise is permitted to be played outside of Clubhouse or in the parking lot. Please remember that the Clubhouse is located in the middle of a residential neighborhood. If formal written complaints and/or police are contacted because of unruly or unlawful behavior, your Security Deposit will automatically be forfeited.
- Children are to be supervised at all times.
- Do not throw anything into the lake (including rocks, food, etc.). Food attracts geese, and other wildlife, which we are trying to keep from nesting on the beach area. Wildlife can be a potential health hazard.
- You are required to clean the Clubhouse after your event. If the Clubhouse is not cleaned to the satisfaction of the Clubhouse Coordinator, all or part of your Security Deposit may be forfeited to pay for cleaning expenses.
- Your Rental Agreement specifies either the upstairs Main Hall or Men's Club Lounge. You and your guests are limited to the space rented (including bathrooms). You and your guests are not permitted in other areas of the building.
- **No one is allowed on the beach (Even during Beach Season).** This is a L.L.P.O.A. safety/insurance concern. Secondly, individuals that walk on the beach can track sand back into the Clubhouse and damage the wood floor. Your Security Deposit will be forfeited if you, or your guests, cause damage to the Clubhouse.

If your Security Deposit, or any part of your deposit, is forfeited due to a Code of Conduct violation, you will be prohibited from renting the Clubhouse (or sponsoring anyone) for a minimum of one year. After one year, you may NOT rent the Clubhouse (or sponsor anyone) again until the Board of Directors has approved your request.

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**Rental Indemnity Agreement**

L.L.P.O.A. shall not be held responsible or liable for the actions of the Renter or guests, or for any injuries to persons or damage to property resulting from any actions or activities while renting the Clubhouse owned by L.L.P.O.A. The Renter hereby indemnifies and agrees to hold harmless L.L.P.O.A., its employees, Directors & Officers, and volunteers from and against any and all claims, judgments, and damages to persons or property, including theft, occasioned by the actions or activities while renting the Clubhouse.

The Renter agrees to defend L.L.P.O.A., it's employees, Directors & Officers, and volunteers at L.L.P.O.A.'s request, against any such claim or demands for which the Renter is responsible hereunder.

The Renter shall provide a copy of their **Homeowners Liability Insurance** together with the rental agreement.

\_\_\_\_\_  
L.L.P.O.A. Authorized Representative

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

**Renter's Address** \_\_\_\_\_  
\_\_\_\_\_

**Telephone #** \_\_\_\_\_

- Reminders:**
- 1. Before Event:** Send signed Rental Agreement together with 2 checks and copy of Homeowners Liability Insurance to Clubhouse Coordinator
  - 2. After Event:** Return Keys and completed and signed checklist to Clubhouse Coordinator.