

McKenzie Place Condominium Association
REQUEST for RENTAL of the CLUBHOUSE

Resident's Name: _____ Request Date: _____

Unit Number: _____

Inconsideration of the fees set forth, you request to rent the Clubhouse on the following date, for the following function:

_____ Number of Guests: _____ (not to exceed 76)
(type of function)

Date: _____ Time: from _____ to _____

1. The renter must be a resident of McKenzie Place and **MUST** be in attendance during the entire function.
2. Receipt of Fees is required to confirm rental date: FEES for the use of the Clubhouse are as follows:
 - Non-refundable RENTAL FEE of \$150.00 Friday through Sunday and on Holidays (\$75.00 Monday to Thursday + an additional \$25.00 if the big screen TV remote was requested).
 - Security DEPOSIT of \$150.00

Rental Fee includes five (60") round tables, two (8') oblong tables and 50 Stackable upholstered chairs.
3. Function must end by 1:00 a.m. and the room cleaned and vacated by 2:00 a.m. Failure to vacate the room by the check-out time of 2:00 a.m. will result in an immediate fine of \$50.00.
4. No one is permitted to enter the clubhouse before 10:00 a.m. on the day of the rental, unless prior arrangements have been made with the maintenance staff.
5. The KEYS to the clubhouse must be returned to the Maintenance staff at the earliest time the maintenance department is open. A charge of \$5.00 is assessed per day for every day the keys are returned late, and \$35 for lost keys. You may pick up the keys from the maintenance staff on the Friday before the function, or request that they be delivered to your unit.
 - Please call 412-787-7104 or 724-695-3093.
6. The renter agrees to save harmless and indemnify McKenzie Place Condominium Association, the Condominium Board of Directors and its employees from any and all claims and expenses arising from this rental, subject at the sole negligence of the indemnity (Lessor).
7. The renter agrees that they are solely responsible for any and all damages that occur to the premises, furniture, building, grounds, appliances, etc. during the renter's occupancy of the clubhouse facilities, and that the renter will leave the clubhouse in the same condition as

delivered to them. Damage repairs are charged to the extent repairs are required and/or replacement necessary.

8. The renter is expected to leave the premises in its original condition, which includes mopping the floors, disposing of trash, cleaning tables, cleaning the kitchen area, etc. **The Renter understands and agrees that additional charges are retained from the security deposit for clean up required by the maintenance staff or outside contractors because of their use of the clubhouse, as detailed on the Clubhouse Cleaning and Damage Report.**
9. All renters and their guests personal property and automobiles brought on the Lessor's property shall be at the renter's and guest's risk. Any personal property which renter and renter's guests bring into the Clubhouse, for the purpose of the above function, shall be at the renter's or their own risk and not the responsibility of the Association. Any items left in the Clubhouse by the renter after the 2:00 a.m. check-out time, will be disposed.
10. NO PETS are permitted in the clubhouse at any time.
11. Renter understands that they are responsible for the actions of their guests and are liable for any fine imposed by the Board for their guests violating any rule.
12. Renter agrees to comply with all Federal and State Laws, the Condominium Declaration, Code of Regulations and subsequent Declaration of the Board of Directors. Minors in attendance are subject to PA LCB laws and the drinking age of 21 years of age.
13. Renter agrees to turn off all electrical items, et the thermostat at 65 degrees in the winter months and 75 degrees during the summer months. Renter will lock all doors.
14. All TRASH is to be placed in the garbage dumpster on the property.
15. Additional PARKING is permitted along sides of the "circle" entering up Kenzie Drive, before the clubhouse. Please recommend that your guests utilize this area so not to cause an inconvenience to the residents of McKenzie Place.

Renter's Name

Renter's Signature

Address

Home Phone Work Phone

Cell Phone