

**LAKES COMMUNITY CENTER ASSOCIATION  
 RENTAL AGREEMENT  
 17520 Elizabeth Lake Road, P.O. Box 166  
 Lake Hughes, CA 93532**



Date: \_\_\_\_\_

This Rental Agreement is made by and between The Lakes Community Center Association (herein "Lessor") and \_\_\_\_\_ (herein "Lessee") and is made with reference to the following facts:

- A. Lessor holds title to certain properties described as the Lakes Community Center, 17520 Elizabeth Lake Road, Lake Hughes, California 93532 (herein "Premises") and desires to rent the Premises to the qualifying organization and/or individual(s); and
- B. Lessee agrees to rent the Premises on the date of \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_. The Premises will be used for \_\_\_\_\_. The event must be concluded and the Premises vacated no later than \_\_\_\_\_.

Lessee desires to conduct event at the Premises in conformance with the following terms and conditions:

**TERMS AND CONDITIONS**

Security Deposit(\$200.00)

<b>RENTAL RATES:</b>	Lessee lives within 93532	Lessee outside of 93532	Johnson Hall
Two Hour(s)	\$50.00	\$75.00	\$25.00
Half Day	\$100.00	\$175.00	\$25.00
All Day	\$200.00	\$350.00	\$25.00

1. The Security Deposit of \$200.00 and 50% of rental rate are due at time of booking. This partial payment of the rental will be applied toward final payment. Total amount due must be paid fourteen (14) days prior to event. If Lessee cancels the event after 14 days, the Security Deposit and one-half of the Rental Rate will be refunded.

Lessee initials:\_\_\_\_\_

2. Request to rent the Premises less than fourteen (14) days in advance, requires full payment of Security Deposit and Rental Rate by cash or certified check at time of signing the Rental Agreement.

Lessee initials: \_\_\_\_\_

3. Lessee agrees to return Premises in a clean and orderly manner.

Lessee initials: \_\_\_\_\_

4. Lessee will be provided a walk-through of Premises prior to signing of Rental Agreement. Any damage that is found by Lessor or staff to have occurred due to Lessee's use of the Premises and any costs of repair whether caused by accident, unruly conduct or theft by Lessee or guests thereof is acknowledged by the parties of this Agreement to be the responsibility of Lessee. The Security Deposit will be returned only if the Premises are returned in a clean and orderly manner. Lessee is responsible for all damage that may occur during the rental period and agrees to reimburse LCCA for the cost of necessary cleaning, repairs and replacing missing materials or equipment.

Lessee initials: \_\_\_\_\_

5. Lessee is required to obtain sufficient Liability insurance for the event. Lessee must name the Lessor as an additional insured. Lessee agrees to indemnify Lessor, its officers or agents from any claim of damage due to any intentional conduct and/or accident to, or caused by Lessee or any of its guests while upon said Premises. Face value of Policy shall not be less than \$1,000,000.00. Typically, this process is handled by a rider on the Lessee's homeowner's policy.

Lessee initials: \_\_\_\_\_

6. If the event is open to the public and alcohol is to be consumed, the appropriate permit issued by the State Department of Alcoholic Beverage Control must be obtained by Lessee and a copy provided to Lessor before the event.

Lessee initials: \_\_\_\_\_

7. Lessee agrees to have no open fires on the Premises. Smoking is not allowed in any building on Premises. Ash trays must be used for disposal of smoking items.

Lessee initials: \_\_\_\_\_

8. If Lessor determines the event requires security, Lessee must present a security plan before the event. If security plan is not adequate at the time of event, the Security Deposit may be forfeited. Security will be monitored by Lessor during the event.

Lessee initials: \_\_\_\_\_

9. The Lakes Community Center Association reserves the right to alter or waive these Terms and Conditions to suit the needs of the group or event. Marquee use one week prior to the event is permitted but must be coordinated with other events using the marquee.

Lessee initials: \_\_\_\_\_

**LAKES COMMUNITY CENTER ASSOCIATION (Lessor)**

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title : \_\_\_\_\_

Phone number: \_\_\_\_\_

Date: \_\_\_\_\_

LESSEE: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Cell: \_\_\_\_\_

Lessee agrees to pay the following sums for rental of Premises.

Rental Deposit (50% of rent) \$ \_\_\_\_\_ Date: \_\_\_\_\_

Security Deposit (\$200.00) \$ \_\_\_\_\_ Date: \_\_\_\_\_

Johnson Hall (if applicable) \$ \_\_\_\_\_ Date: \_\_\_\_\_

**FINAL PAYMENT**

BALANCE DUE: \$ \_\_\_\_\_ Date: \_\_\_\_\_

## **LAKES COMMUNITY CENTER RENTAL EXPLANATIONS**

Lakes Community Center Association: This organization is open to the public and if you are a resident of the Lakes Area, you are encouraged to join and be a part of the operation of this all- volunteer association. The membership meets on the first Thursday of the month at 7:00 p.m. The Lakes Community Center (LCC) is operated under the guidance of the board of directors and is available for community groups and private rentals.

Community Center: The LCC is used by many groups. Your usage requires cooperation and awareness of others using this facility. Returning the areas you used to original condition is important so that the next user isn't encumbered with how you left the area.

Kitchen: Includes stove/oven, refrigerator, microwave, coffeemaker, sink and counter area. All inventory and cooking utensils are for Community Center Members only. The refrigerator may have items leftover from other events. Do not use these items if they are not yours. If you have an event, plan to bring all the items you need to make the event successful.

Hot Water: The hot water heater is in the broom closet located in the hallway leading to the restroom. For hot water, turn the control knob from "Vacation" setting to the white square indicator on the knob. When done with hot water, turn the knob back to the "Vacation" setting.

Marquee: If the marquee is desired to be used, coordination with the Community Center will be necessary.

Tables and Chairs: The main room has 11 large folding tables and four small folding tables. There are 50 folding chairs that are stored on two moveable racks. There are approximately 20 non-folding chairs. Tables and chairs are to remain in the building at all times. Store all tables and chairs after your event the same way you found them.

Cleanup: Clean up the areas you used. Vacuum carpeted areas. Sweep and mop hard surface floors. Clean up kitchen if used. Remove all decorations that you put up. Take trash to the dumpster on the east side of the parking lot. Take recyclables to the recycle area located on the west side of the parking lot. Trash bags are in the kitchen under the counter.

End of Event: Plan to have your event end at a specific time leaving enough time to complete all cleanup requirements. To comply with local curfews, recommended event end time is 10 p.m. Sunday through Thursday and midnight for Friday and Saturday. Remember, there may be another event in the building on the morning of the next day so timely cleanup is important.

### **ALL RATES INCLUDE WATER, ELECTRIC, PROPANE, RESTROOM AND PARKING AREAS.**

Miscellaneous: Smoking is NOT allowed in any of the buildings on said Premises. Smoking outside requires smokers to properly dispose of their debris. Do not litter the area with cigarette butts. Alcohol is permitted ONLY with the proper permits, licenses and/or insurance documents. Lessee must obtain

the necessary documents and provide copies to the Lakes Community Center Association when submitting said Rental Agreement. Visit [www.abc.ca/gov](http://www.abc.ca/gov) for information about alcohol permits. If needed, Palmdale Sheriff can be reached at 272-2400.