

**Saratoga Woods Community Association**  
**CLUBHOUSE AND GROUNDS RENTAL AGREEMENT**  
**~Off Season Rentals (October 16 through March 31)~**

*Thank you for your interest in renting the clubhouse and grounds at the Saratoga Woods Pool Club. To submit a reservation request, please electronically complete and sign & initial this Rental agreement then attach a pdf to Clubhouse Director, Linda LaCroix at clubhouse@saratogawoods.org. The Clubhouse Director will confirm availability of the facilities.*

**HOST INFORMATION**

First & Last Name		Phone Number	
Email		Mailing Address	

**RENTAL INFORMATION**

Date of Rental		Total Number of Guests ( hosts, SWCA members and non-members)	
Rental Start Time*		Rental End Time	
Guest Arrival Time		Guest Departure Time	
Rental Type (circle one)	Personal Company Community School Other:	Clubhouse Key Needed? (circle one)	Yes No
Event Description			

*\*Outdoor Use Rental Hours: Sun - Thurs: 10:00 AM to 9:00 PM, Fri-Sat: 8:00 AM to 10:00 PM*

*Indoor Use Rental Hours: Sun-Thu: 8:00 AM to 10:00 PM, Fri-Sat: 8:00 AM to 11:00 PM*

**RENTAL FEES**

<b>Rental Deposit</b>	<p>A \$150.00 deposit invoice from Saratoga Woods Community Association must be paid by the Renting Member along with the completed rental agreement to hold a reservation.</p> <p>The deposit will be returned after the event if:</p> <ul style="list-style-type: none"> <li>● clubhouse/grounds are cleaned and returned in their original condition with no damages</li> <li>● cleaning checklist is complete and signed by lifeguard on duty or clubhouse director</li> </ul>
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<p><b>Clubhouse and Grounds Rental Fee</b> Per 5 Hour Block (circle one)</p> <p><small>*The clubhouse/grounds are rented in five hour increments. Each five hour block of time includes setup and cleanup performed by the renter. An additional fee of 1/2 the five -hour rate will be charged for each two hour period thereafter.</small></p>	<p><b>MONDAY - FRIDAY</b></p> <p>1-8 guests: \$28            9-20 guests: \$55            21-40 guests: \$83            41-60 guests: \$138            61-80 guests: \$198            81-150 guests: \$330</p>	<p><b>SAT/SUN/HOLIDAYS</b></p> <p>1-20 guests: \$83            21-40 guests: \$110            41-60 guests: \$275            61-80 guests: \$330</p>
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Total Clubhouse and Grounds Rental Hrs		<b>Total Clubhouse &amp; Grounds Fee</b>	
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**SWCA CLUBHOUSE AND GROUNDS RENTAL RULES**

*Thank you for choosing the SWCA Clubhouse for your event. In order to ensure your event goes smoothly and for the club to continue to provide a rental benefit to its members, please read and abide by the following guidelines and rules:*

**EVENT RULES**

- The renting member MUST be present during the entire length of the event and is responsible for supervision of guests and maintaining the condition of the facility.
- There must be one adult 21 years of age or older in attendance for every 10 children present at the event.
- The renting member and other adults charged with supervision are responsible for guest safety, especially children, in all areas of the clubhouse and grounds.
- Children 6 years and under must be accompanied and supervised in all areas of the club by a parent or responsible person 14 years or older.
- The renting member should occasionally check in on the condition of restrooms during the event to ensure a safe and clean environment for all members and guests using the club.
- The front gate must remain closed at all times.
- Alcohol control by the renting member must be in place when minors are on the premises. No alcohol can be left on the premises overnight at any time.
- Absolutely NO swimming in the pool is allowed. The pool is closed in the offseason.
- The pool must remain uncovered for any events that host kids under the age of 14 (the pool remains uncovered in the off season).
- No amplified music or sound is allowed. All parties must comply with the club’s Conditional Use Permit that can be found here: <https://saratogawoods.org/resources/New%20SWCA%20Website/Documents/Forms/CUP.pdf>.
- The times in which rentals can be held in accordance with the Conditional Use Permit are:
  - Outdoor Use Rental Hours (Between October 16 and March 31st): Sun - Thurs: 10:00 AM to 9:00 PM, Fri-Sat: 8:00 AM to 10:00 PM
  - Indoor Use Rental Hours (Year Round): Sun-Thu: 8:00 AM to 10:00 PM, Fri-Sat: 8:00 AM to 11:00 PM

\_\_\_\_\_ *I have read, understand, and will abide by the Event Rules section of the agreement.*  
 (initials)

**CLUBHOUSE RULES**

- The renting member has exclusive use of the kitchen/living room area of the clubhouse during an event.
- The Clubhouse Director must approve decorating. Only painter’s tape is allowed on interior and exterior clubhouse walls.
- Furniture in the living/kitchen area is available for use during a rental. All furniture must be returned to its original position at the end of the rental.
- Kitchenware in cabinets along the kitchen sink and along the island are available for use during a rental. Any item used must be cleaned, dried and returned to its original place at the end of the rental.
- The kitchen range may be used. If the range is used, it must be cleaned and turned off at the end of the rental.
- Food and drinks may be stored in the fridge. It is recommended to label belongings as the fridge is a shared space for the club.
- Alcoholic beverages may not be stored anywhere on the premises overnight.
- No glass or breakable items are allowed outside of the clubhouse.

- The television may be used during a rental. The passcode for the television is the number: *one year before* the club was founded. The television must be turned off at the end of the rental.
- Approval must be obtained by the Clubhouse Director to open or close the glass doors of the clubhouse. Only members that have been trained by a board member are permitted to operate the glass doors (if doors are not operated correctly, they can easily break and are expensive to fix).
- Unsupervised children under the age of 14 are not permitted in the clubhouse.
- It is recommended that the hosting party check the clubhouse one day prior to the event to ensure that the facilities are in acceptable condition for rental.

\_\_\_\_\_ *I have read, understand, and will abide by the Clubhouse Rules section of the agreement.*  
 (initials)

## **GROUNDS RULES**

- **During the off season, the pool is closed and off-limits.**
- Outdoor furniture is stored away during pool off season. All outdoor furniture, sheds on the grounds, and all the equipment in the sheds are *off limits* for rentals.
- The club's BBQ is not available for use during the off season.
- No glass or breakable items are allowed on the pool deck or near the pool.
- Any outside items being placed on the grounds must be approved by the clubhouse director at least 1 week prior to the rental (bounce house, tents, etc.).
- No running on the pool deck area.
- No use of bats and/or hard balls anywhere on the grounds.
- No standing on any tables or barbecue.
- No pets, skateboards, roller blades, or bicycles are permitted on the grounds or pool area.
- Stay off the pool cover reel and other swim equipment.

\_\_\_\_\_ *I have read, understand, and will abide by the Grounds Rules section of the agreement.*  
 (initials)

## **POST-EVENT RULES**

- The grounds, clubhouse and bathrooms must be cleaned by the renting member immediately following an event. Please refer to the detailed "Clubhouse and Grounds Checklist" for a list of cleanup responsibilities.
- All trash and recycling inside the clubhouse must be removed and placed in appropriate bins on the side of the clubhouse. New trash can liners (found under the sink) should be placed in the trash and recycling cans.
- Renting members are responsible for recycling all appropriate items to help reduce the amount of trash accumulated at the club and any trash in excess should be taken home for removal.
- The renting member will be responsible for the following upon departure from the club, unless the pool is still open and a lifeguard is on-duty:
  - Turn off all lights before leaving the grounds and clubhouse.
  - Turn off the heater and ceiling fans.
  - Lock the doors on all sides.
  - Close the bathroom windows and make sure toilets are flushed.
  - Lock the front gate before leaving.

- At the conclusion of the event, the renting member must submit the Clubhouse and Grounds Checklist and any borrowed key to the Clubhouse Director.

\_\_\_\_\_ *I have read, understand, and will abide by the Post-Event Rules section of the agreement.*  
(initials)

**PAYMENT AND CANCELLATION POLICIES**

We will invoice you for the full rental payment is due at least 7 days prior to the event. Please make all checks payable to Saratoga Woods Community Association and submit to the Clubhouse Director.

In the event of a cancellation, the Clubhouse Director must be informed as soon as possible and no less than 7 days prior to the event in order to avoid forfeiting the \$150 deposit.

\_\_\_\_\_ *I have read and understand the Payment and Cancellation Policies.*  
(initials)

I have read and understand the Saratoga Woods Community Association’s rules regarding the rental of the pool, grounds and clubhouse.

\_\_\_\_\_  
Hosting Member’s Signature

\_\_\_\_\_  
Date