

Mailing Address: 4240 Sierra Springs Drive
Rental Location: 5340 Edeilweiss Way
Pollock Pines, CA 95726

Phone: 530-644-2182
Fax: 530-644-8423
info@sierraspringsowners.org

**SIERRA SPRINGS OWNERS ASSOCIATION
RENTAL AGREEMENT**

Member(s) Name(s): _____ **Unit & Lot #** _____

Home Phone: () _____ **Cell:** () _____ **Work:** () _____

Mailing Address: _____

Requested Date(s): _____, 20____ **Start Time:** _____ **End Time:** _____

LODGE MUST BE VACATED BY 11 PM

Type of Function: _____ **Number of people:** _____

Rental Terms

- A deposit must accompany this signed Rental Agreement in the amount of \$500.00. Checks shall be made payable to Sierra Springs Owners Association (SSOA). Checks will be deposited immediately upon receipt.
- Rental Fees are: \$75.00 for the Lodge only and \$100.00 for the lodge & kitchen.
- The pool & barbeque area are **NOT** included in the rental of the lodge.
- The deposit will be refunded within 10 days of the event if renter has complied with all rental rules as stated in this agreement.
- Special arrangements for parties fewer than three hours will be considered by the Board.
- A certificate of insurance naming Sierra Springs Owners Association as additional insured, for general liability in the amount of One Million Dollars (\$1,000,000) is required. Certificate must be provided to the SSOA office before receiving access to the lodge.
- The rental fee, deposit and certificate of insurance must be provided at least two weeks prior to the date of the event.
- SSOA employee(s) (or designee) reserves the right to full access of all activities at any time in order to ensure that all rules, regulations, and laws are being observed.
- In case of an emergency, such as fire, flood, earthquake, severe snow storm, unexpected facility damage or other unsafe condition, Sierra Springs Owners Association reserves the right to cancel a scheduled event. Appropriate refunds will be issued.

MEMBER(S) SIGNATURE: _____ **DATE:** _____

FOR IMMEDIATE ASSISTANCE DURING LODGE RENTAL CONTACT:

Name: _____ **Phone:** _____

Release and Indemnification

Sierra Springs Owners Association (SSOA) shall not be responsible or liable to member, their guests and invitees, for loss or injury received while renting the lodge on the date(s) of event and/or set-up on _____, 20____. It is hereby agreed on behalf of myself, and SSOA, its employees, board or committee members and each of them individual, against and from any and all claims, demands, damages, penalties, loss, liability, suits, actions, and causes of action, by any proceedings of whatsoever nature and expenses whatsoever (including but not by way of limitation, any court cost and attorney fees), resulting from actual or alleged injury to or death, or from actual or alleged damage to or loss of property, occurring in, on or about the aforesaid premises or the sidewalks, streets, pool, barbeque area adjacent thereto, or in any manner growing out of or connected with the actions or omissions of SSOA use and occupation of said premises or in any manner arising out of or connected with actions or omissions of SSOA, its employees, board members, committee members, contractors, subcontractors or other SSOA property owners who are not connected to the event. Prior to rental of the lodge, member shall provide a Certificate of Liability Insurance, no less than One Million Dollars (\$1,000,000) and with a minimum 30 days’ notice of cancellation or of any material change, insuring against all liability of member and its authorized representatives arising out of and in connection with member’s use of the facility and equipment.

	Unit & Lot #	20____
Signature of Member		Date

A Member’s deposit may be withheld by SSOA for any of the following reasons:

- Damage to the building, furnishings and/or grounds
- Missing equipment or furnishings
- Lodge left in unsatisfactory condition
- Staying beyond reserved time (\$50 charge-to be held from deposit)
- Non-compliance with any rules/regulations specified in this contract
- Any activity which results in police being called to the premises

A lodge checklist (page 4) shall be provided and agreed upon at the beginning of the rental period. A walk-through after the event shall be scheduled to determine if the lodge is in the same condition as when the checklist was agreed upon. Failure to leave the building in the same condition as indicated on the checklist may result in forfeiture of the deposit.

Executed on _____ at Pollock Pines, California

	Print Name	20____
Signature of Member/Renter		Date

	Print Name	20____
Signature of SSOA Representative		Date

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DEPOSITS/FEES/REFUNDS

DEPOSIT RECEIVED: Amount: _____ Date: _____, 20__ Check # _____

RENTAL FEE RECEIVED: Amount: _____ Date: _____, 20__ Check # _____

Initial: Lodge only \$75.00 _____ or Lodge and kitchen \$100.00 _____

I, _____ being an owner of property in Sierra Springs Owner's Association, will be present at this function. I will assume responsibility for the group's conduct. I understand in the event of damage or failure to properly clean the facility after this function, I will forfeit that amount of deposit which will cover the repair, replacement and/or cleaning of the lodge. I acknowledge that any damages, replacement costs or cleaning fees that amount to more than the deposit fee will charged to me.

Signature of Member: _____ Date: _____

DEPOSIT REFUND: Amount: _____ Date: _____

Amount withheld: _____ Reason: _____

FINAL WALK- THROUGH

Before returning the lodge rental keys, a final walk-through with a representative of SSOA will be done with the Member who is renting the lodge to determine the condition of the lodge. By signing off below both parties agree that the lodge was returned in good condition and there will be no money withheld from the security/cleaning deposit.

Signature of SSOA Representative: _____ Date: _____

Print Name of SSOA Representative: _____

Member's Signature: _____ Date: _____

Print Name of Member: _____

Keys Returned: _____ (Initials)
 YES NO

Notes:

Lodge Rental Rules and Regulations

The SSOA Lodge is available for rent by Members (in good standing) only, for special events (anniversaries, weddings, etc.) The Member must be present during the event.

- The use of illegal drugs is prohibited.
- The consumption of alcoholic beverages outside the lodge or lodge deck is prohibited.
- Drinking of alcoholic beverages by anyone under 21 years of age or the serving of alcoholic beverages to anyone under 21 years of age is not be allowed.
- No weapons of any kind shall be allowed on the premises.
- Smoking is not permitted in any part of the building.
- All event noise and music must be maintained at a level not to disturb neighbors.
- Members are responsible to ensure that participants in any activity observe behavior considerate of neighbors.
- Loitering in and around the parking lot is not permitted.
- All activities involving minors (minors are defined as individuals under 18 years of age) shall be supervised by adults.
- The lodge will be left in good condition. Damages will be deducted from the deposit. If charges are in excess of the deposit; the member may be held liable for the additional amount.
- SSOA is not liable for any damage to or loss of any personal property left in about the premises.
- The SSOA member initiating this agreement must be present during the entire event.
- The pool and barbeque areas are not included in the rental of the lodge.

PLEASE NOTE THE LODGE DOES NOT HAVE AIR CONDITIONING

I, the member who is renting & responsible for the event acknowledge that I have read, understand and will comply with the terms and conditions of this rental agreement

Member's Signature: _____ Date: _____

Print Name of Member: _____ Unit & Lot #: _____

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Sierra Springs Owners Association Rental Checklist

Date: _____, 20____ Time: _____ am or pm (circle one)

Name of Member: _____ Phone: (____) _____

Lodge:	Before	After
Remove all decorations (including tape)	_____	_____
Use green dust broom for laminate wood floors	_____	_____
DO NOT use water to mop laminate wood floors		
Clean laminate wood floor with designated floor cleaner and use Swifer mop or sponge mop on floors	_____	_____
Return all furnishing to where they were found	_____	_____
Pick-up all garbage and place in outside garbage containers	_____	_____
Turn off heater and/or the propane fireplace (if used)	_____	_____
Close & lock all doors and windows	_____	_____
Close and lock entertainment closet	_____	_____
Turn off all lights and fans	_____	_____

Kitchen:	Before	After
Wipe off counters and stove top	_____	_____
Empty refrigerator of all your items and wipe clean	_____	_____
Clean coffee pot if used	_____	_____
DO NOT use water to mop laminate wood floors		
Use green dust broom for laminate wood floors	_____	_____
Clean laminate wood floor with designated floor clearer		
And use Swifer mop or sponge mop on floors	_____	_____
Place soiled towels in kitchen closet	_____	_____
Pick-up all garbage and place in garbage containers on outside deck	_____	_____
Lock kitchen door when you leave	_____	_____

Outside:	Before	After
Remove all decorations	_____	_____
Return tables & chairs to where they were found	_____	_____
Pick-up all garbage	_____	_____