

## Rules for Rental and Use of the Oviedo Woman's Club Clubhouse

### Financial Policies

- (1) **Security Deposit.** There is no reservation unless RENTER makes a security deposit of \$300. The deposit will be refunded to RENTER **no later than four weeks** following the event, provided there are no damages to Clubhouse and RENTER follows all of the provisions of "Rules for Rental and Use of the Oviedo Woman's Club Clubhouse." If RENTER does damage more than RENTER'S Security Deposit, RENTER is still liable and will be billed for the additional amount due.
- (2) **Time of Payment.** All rental fees must be paid no later than **two weeks prior to the event.**
- (3) **Cancellation Policy.** Should RENTER need to cancel Agreement, RENTER must notify Rental Manager at least 30 days prior to the event. If RENTER cancels the event with 30 days' notice, RENTER receives a full refund of the security deposit. If RENTER cancels with less than 30 days' notice, OWC will keep the security deposit. If RENTER has paid rent, or if rent due is less than the security deposit, and RENTER cancels the event, OWC will keep the rent and return the security deposit, as no damage could have been done.
- (4) **Fee Schedule to be deducted from security deposit**
- Lights left on = \$25
  - Damaging a wall (tape, etc.) = cost of the repair
  - Not setting **both thermostats** to AC, 78 degrees in warm conditions; heat, 65 degrees in cool conditions = \$75
  - Unlocked doors or windows = \$300
  - Premises not cleaned (inside & outside) = \$100-300
  - Use of confetti/rice, etc. = \$100
  - Damaging carpet = price of cleaning or replacement
  - Use of open flame candles = \$100
  - Late cancellation = \$300 or rent due, whichever is less
  - If police are called = \$300
  - If not out of the clubhouse by 12:00 am (midnight) = \$300
  - Damage to fixtures or appliances = replacement cost

## Building and Conduct Rules

**NO TAPE, TACKS, 3 M STRIPS, ETC. ON WALLS OR CEILING!!!!!!!!!!**  
**DO NOT HANG ANY DECORATIONS FROM THE SPEAKERS!**  
**ONLY DECORATE THE TABLES.**

- (1) Maximum capacity is 102 people.
- (2) **No smoking is allowed in the clubhouse.** Please use receptacles available outside.
- (3) **Only beer and wine products are allowed** in Clubhouse or on premises. No sale of alcoholic beverages of any kind, including beer and wine, is allowed. No alcoholic beverages are allowed outside of the clubhouse.
- (4) No noise can be audible outside of the Clubhouse after 11 p.m.
- (5) No loud music or yelling in the yard regardless of the time of day.
- (6) No loitering outside after 11 p.m.
- (7) Check-out is by 12 a.m. (midnight). The clubhouse should then be ready for inspection by the rental agent.
- (8) All reports of disturbance by the neighbors will be taken seriously. Reports of excessive disturbance will result in the immediate termination of your event and the forfeiture of your rental deposit.
- (9) In accordance with the Oviedo Fire Marshall's regulations, the front doors must remain unlocked when the building is occupied.
- (10) Cars should be parked in front of Clubhouse in an orderly fashion. There is additional ample parking behind the Clubhouse. Please do not block driveways; our neighbors also use them.
- (11) Decorations **MUST** be discussed with the rental agent. Any damage to the facility will result in a charge against your rental deposit. Please do not use tape, thumbtacks, or nails on the walls. No confetti or rice is allowed.
- (12) The use of candles is discouraged. Please consult the rental agent for permission and instructions for candle usage.
- (13) Removal of wall hangings, pictures or change in lighting is not permitted.
- (14) Chairs are in cabinets in front and rear of hall. Tables are in cabinets in rear of hall and storage room. It is Renter's responsibility to set up and take down tables and chairs. Nothing in the clubhouse is permitted outdoors.

- (15) Outdoor activities, including barbeques, require prior arrangement with the rental agent.
- (16) Any use of the kitchen facilities must be arranged with the rental agent.
- (17) Renter must supply ice. No more than 40 pounds are permitted in the refrigerator freezer compartment.
- (18) Renter must provide all of Renter's own supplies and food unless previously discussed with Rental Agent.
- (19) Use of any OWC supplies will result in a charge against your rental deposit.
- (20) Renter must remove all food, beverages, and trash from the facility. **The facility MUST be in the same condition upon departure as when renter arrived to receive a refund of security deposit.**

### **Kitchen Rules**

- (1) Event Renters ONLY may use glassware, dishes, silverware, coffeepots, and appliances.
- (2) Coffeepots, dishes, silverware, etc. must be clean, dry, and put away.
- (3) Please read information for using all appliances, as per instructions near or in drawer near the appliances.
- (4) No BBQ's allowed EXCEPT in the back yard with prior approval from the rental agent.
- (5) Items in the refrigerator upon your arrival are for OWC use only. You must furnish your own coffee, tea, cream, and sugar, etc.
- (6) Paper supplies, such as plates, cups, and napkins, in the clubhouse are for OWC use only. You must furnish your own supplies.
- (7) We furnish garbage bags, toilet tissue, paper towels, and coffee filters (NOT coffee).
- (8) All inside trash cans must be emptied in bags and put outside in the dumpster before leaving the clubhouse.

## DEPARTURE CHECK LIST

### **Main Room**

- Return table and chairs to cabinets and storage room. See pictures for proper placement.
- Vacuum floor and pick up anything on carpet.
- Return vacuum to storeroom
- Both thermostats** must be set to AC, 78 degrees in warm conditions; heat, 65 degrees in cool conditions.
- Turn off ceiling fans and lights.
- Flip open shutters (so police can see in).

### **Bathrooms and Storage Room**

- Make sure all toilets are not running (handles up).
- Pick up any paper on bathroom floors.
- Empty all wastebaskets (6) and put new bags into the wastebaskets.
- Turn off lights.

### **Kitchen**

- Wash and dry all dishes/silverware etc. and put away.
- Run loaded dishwasher.
- Unplug coffee pot, clean out and put away.
- Wipe down kitchen counters.
- Clean all kitchen sinks/turn on disposal switch is under the sink to get rid of food in the disposal.
- Wipe out oven and microwave, if used.
- Leave wet dishtowels on counter to dry.
- Empty all wastebaskets (2) and install new bags.
- Take trash to dumpster, place inside, and close dumpster lid.
- Sweep and mop floor (broom and mop in storage room).
- Do not leave food or ice in refrigerator or freezer.

### **Finishing Touches**

- Turn off sound system receivers and **leave connecting auxiliary cord in place.**
- Turn off light inside and outside (security light by kitchen door may remain on; it is on a sensor)
- Lock all doors and windows. The back door by the stage is tricky; pull hard and make sure it clicks.