



[www.waterfordlexington.com](http://www.waterfordlexington.com)

## Waterford II Homeowners Association, INC. CLUBHOUSE RESERVATION APPLICATION

Rental date: \_\_\_\_\_ from the time of: \_\_\_\_\_ to \_\_\_\_\_

*Clubhouse rentals are not available on Easter, Memorial Day or Memorial Day weekend, July 4<sup>th</sup> or 4<sup>th</sup> of July weekend, Labor Day or Labor Day weekend, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve or New Year's Day. Waterford II reserves the right to exclude other days from rental availability at its discretion at any time, as needed.*

Rental Charges:

\$150 (Non-refundable) rental fee

\$250 (Refundable) deposit fee

Once the date is approved, your homeowner's account will be assessed for the charges listed above.

## Waterford II Rental Terms and Conditions

Initial

\_\_\_\_\_ I understand rental time is from 9am-11pm and I am responsible for all of its contents during this time.

\_\_\_\_\_ I understand that the interior rental is first floor only.

\_\_\_\_\_ I understand the exterior is the patio and lawn area only.

\_\_\_\_\_ I am current on my dues and understand that my application will be denied if I am not.

\_\_\_\_\_ I understand that the rental charges will be charged to my homeowner account after approval and are due immediately.

\_\_\_\_\_ I agree to pay the nonrefundable \$150 rental fee for the rental of the Waterford Clubhouse.

\_\_\_\_\_ I understand that a \$200 cleaning fee will be deducted from my security deposit if the property is not returned in the same condition in which it was received. Additional charges may be assessed to the responsible party for damages, repairs, and/or replacement costs, up to or in addition to my security deposit. Waterford II HOA reserves the right to apply the deposit to make assessments for fees it deems necessary to return the facility to its original condition prior to the rental.

\_\_\_\_\_ I understand food and beverages may be brought into the facility, and the **kitchen is for warming foods only, not for cooking.**

\_\_\_\_\_ Candles, fireworks, smoke-machine, fire pits or any other flammable items ARE NOT PERMITTED within or outside the clubhouse. Any fines assessed by the LFUCG fire Dept. will be charged to the renter, in addition to the forfeit of the security deposit.

\_\_\_\_\_ I understand the Clubhouse is a NON-SMOKING facility. No smoking on the ground or in the parking area.

\_\_\_\_\_ I understand **tape, tacks, and other adhesive items are not to be used on the walls, furniture, or floors. Confetti and glitter is PROHIBITED.** (Removable painter's tape is acceptable)

\_\_\_\_\_ I understand the use of a disc jockey or live music, inside and outside the facility, is based on approval of the HOA board of Directors. Adherence to city ordinances is required. Any fines assessed by the LFUCG Police Dept. will be the responsibility of the violating party.

Revised 3/11/2025

\_\_\_\_\_ I understand trash is to be collected and placed in the outside trash receptacles. Trash bags and cleaning supplies are provided and located in the closet off the kitchen.

\_\_\_\_\_ I understand that as the contract signee, I am fully responsible for the group's conduct and respect for the facility.

\_\_\_\_\_ I understand that any renter or group who abuses the facility or violates rules and regulations may be removed from the facility, and future rentals may no longer be issued to the renter/responsible party.

\_\_\_\_\_ I understand no vehicle may be driven on any part of the front or side yards. Any damage to the yard will be charged to the renter, up to or in addition to the security deposit.

\_\_\_\_\_ Renter shall be responsible for all damages to the property during the rental period. Renter agrees to indemnify and hold harmless Waterford II Homeowners Association, its officers, Directors, employees, agents, members, and management company from any and all claims caused by action, losses, injuries, damages, and/or liabilities of any kind or nature whatsoever for any loss, damage, and/or injury to property or persons, resulting in any manner from use of the property by the renter and its guest, licensee and/or invitees.

\_\_\_\_\_ The renter is responsible for ensuring the clubhouse is returned to its original condition once the rental has concluded. The facility was cleaned, and furniture was put back in place as per the attached checklist.

\_\_\_\_\_ Renter understands that he/she must complete the attached checklist and sign off on all items being completed. At the end of the rental, the signed and completed form will be left on the kitchen counter. The clubhouse representative will check the clubhouse after the event has concluded.

\_\_\_\_\_ I will be certain the clubhouse is secure after the event.

\_\_\_\_\_ Renter understands that if cleaning is still needed and/or furniture is not returned, an additional fee will be assessed against your security deposit. The needed cleaning is determined by the HOA board approved representative. The cleaning rates are as follows:

**NO CLEANING NEEDED:** No additional fee. Chairs and tables were folded and put away, and the facility was left in the condition received.

**CLEANING NEEDED: \$200 fee.** This includes but is not limited to, chairs and tables left out, sweeping, mopping, and surface cleaning not completed by the renter.

\_\_\_\_\_ I understand if the rental is canceled thirty (30) days or more prior to the event date, a total refund of the rental payment will be given, and the full deposit will be returned. If canceled within 11-29 days prior to the event date, only 50% of the rental payment will be

refunded, and the full deposit returned. If canceled within ten (10) days of the event date, NO REFUND of the rental payment will be given, and the full deposit will be returned.

**By signing below, I confirm I have read the contract and agree to the terms and conditions listed and that the rental of the Waterford II Clubhouse will be used only for the purposed designated on the application.**

---

Renter

---

Date

## WATERFORD CLUBHOUSE Rental Information Sheet

### **Access to the Clubhouse**

The Clubhouse will be scheduled to be unlocked during the agreed-upon times between the houses of 9am and 11pm. Renter is responsible for all actions within the clubhouse during those hours.

### **Tables and Chairs**

All tables and chairs are in the closet off the main room between the fireplaces. Please ensure all tables and chairs are returned in the condition they were found. Tablecloths are NOT provided.

### **Cleaning Checklist**

Renter will find a cleaning checklist on the bulletin board located in the side entryway by the kitchen. To receive the deposit back, this form MUST be completed and placed on the kitchen island/counter, and all items indicated on the form must be completed. The clubhouse representative will come after the reservation to confirm all items have been completed and will inform the Property Management Co. to release renter's deposit.

### **Deposit Refund**

Renter's deposit will be returned upon approval by the cleaning group.

### **Emergency Contact**

Should you need to speak with someone during your reservation, please contact the Property Management Company.

To be completed by Homeowner/Renter:

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

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

\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

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

To be completed by Waterford II Homeowners Association, Inc.:

This agreement accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. In witness whereof, the parties have hereunto entered into this agreement:

Signature: \_\_\_\_\_

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

Waterford II Homeowners Association, Inc.  
C/o Alpha Association Management  
870 Corporate Drive, Suite 402  
Lexington, KY 40503

# WATERFORD II CLUBHOUSE RENTAL CHECKLIST

“Leave on kitchen counter”

## KITCHEN AND BAR AREA

- \_\_\_\_\_ CLEAN SINKS
- \_\_\_\_\_ CLEAN APPLIANCES
- \_\_\_\_\_ CLEAN FLOORS
- \_\_\_\_\_ CLEAN COUNTERTOPS
- \_\_\_\_\_ CLEAN OVENS/STOVETOP
- \_\_\_\_\_ REMOVE ALL FOOD AND TRASH
- \_\_\_\_\_ LIGHTS OFF

## GREAT ROOM AND DINING ROOM

- \_\_\_\_\_ CLEAN SURFACES
- \_\_\_\_\_ CLEAN FLOORS
- \_\_\_\_\_ CLEAN FURNITURE
- \_\_\_\_\_ PUT UP TABLES AND CHAIRS
- \_\_\_\_\_ TURN OFF TV AND/OR SOUND SYSTEM
- \_\_\_\_\_ REMOVE TRASH
- \_\_\_\_\_ LIGHTS OFF

## RESTROOMS

- \_\_\_\_\_ CLEAN SINKS & TOILET
- \_\_\_\_\_ LIGHTS OFF
- \_\_\_\_\_ REMOVE TRASH

## EXTERIOR

- \_\_\_\_\_ REMOVE TRASH
- \_\_\_\_\_ REPLACE FURNITURE
- \_\_\_\_\_ EXTERIOR DOOR LOCKS

---

Renter

---

Date

Revised 3/11/2025