



Revised April 15, 2021

Ravenswood HOA
c/o Shook Property Management
427 Main Street, Suite 400
Lafayette, IN 47906

CLUBHOUSE RESERVATION FORM & AGREEMENT

Name: _____ Phone (res): _____

Address: _____ E-mail: _____

Date and Day of Reservation: _____

Indicate the hours during which you wish to use the Clubhouse, including setup and clean up times: Between the hours of _____ and _____

Is the reservation being made on behalf of an outside organization or for a commercial use? _____

Initial each space below to confirm that you are familiar with the rules of Clubhouse rental:

_____ I have read the Ravenswood Clubhouse Rental rules and agree to abide by them.

_____ I fully understand that any costs incurred, or penalties assessed by the Ravenswood Homeowners Association through the use of these facilities by me and/or my guests, shall first be deducted from the deposit, and that any additional balance due shall be paid by me upon presentation of a statement.

_____ I will have no more than _____ guests.

_____ The renting resident will be present at all times during the reservation period.

_____ I agree that I nor any member of my family or guests will use or be present in the library, exercise room, pool area, or gazebo during the period of my rental.

Signature of Renting Party: _____ Date signed: _____

Signature of Condominium Owner (If other than renting party) _____

Deposit required: \$50.00 Fee Required \$ 50.00

All checks should be made payable to Ravenswood HOA, Inc and placed in the box by the Clubhouse Bulletin Board. Reservations will be processed by Paul and Marilyn Ziemer. In case of urgency or if questions arise, contact Paul Ziemer at 765-490-5045 or Marilyn Ziemer at 765-490-5061, or contact them by e-mail at pl.ziemer@comcast.net or marilynwz@comcast.net

For Management Use Only

Date deposit received _____ Deposit Amt \$ _____ Ck# _____

Date fee received _____ Fee Amt \$ _____ Ck# _____

Pre-Inspection Date _____ Inspected by _____

Post-Inspection Date _____ Inspected by _____ Date Deposit Returned/Shredded _____

Note to individual making this reservation:
Do NOT mail the Reservation Form directly to Shook Property Management



Applying for Ravenswood Clubhouse Rental

- Complete the Clubhouse Reservation Form and Agreement. Copies are available on the Ravenswood web site and in the Clubhouse by the bulletin board.
- Place the completed form and checks (2) in an envelope.
- 1st Check: \$50 to Ravenswood HOA (rental fee).
- 2nd Check: \$50 to Ravenswood HOA (deposit).
- Place the envelope in the Drop Box by the bulletin board.
- Envelopes will be picked-up every Saturday Morning.
- If you need to expedite rental, notify Paul Ziemer or Marilyn Ziemer at 765-490-5045.
- Rentals will be posted on the Clubhouse Rental Calendar at the Bulletin Board.
- The Clubhouse will be checked before your use.
- The Clubhouse will be also checked after your use, and if no problems are noted your deposit will be returned or shredded. If there are problems part of deposit may be kept by the HOA.

Simple Rules

1. Clubhouse rental is for Ravenswood residents unless otherwise approved by the HOA Board.
2. If you rent the Clubhouse, you are responsible and must be in attendance.
3. Parking is very limited, if your guest must park on the circle drive, park only on one side and keep driveways/mailboxes clear.
4. Be respectful of the residents and do not allow things to get out of control.
5. If you allow alcohol, you are responsible for following all legal requirements.
6. If something breaks or gets damaged, please report it. If you plan to serve any food or drinks, please use table cloths on the wooden tables. The table clothes are located in the large chest in the entryway of the Clubhouse.
7. Clubhouse decorating is allowed as long as it can be removed without damage.
8. Please be respectful of the clubhouse and clean up after your party. This includes sweeping and mopping floors if needed, cleaning countertops and sink, making sure toilets are flushed, and removing leftover food and drinks. Be sure that cleaning includes the main party room, the entry way, and the rest rooms.
9. Your responsibility includes taking out the bagged trash to the trash container by the side door the after your party. This includes trash from the restrooms.
10. There are cleaning supplies available including a Swifter and Vacuum.
11. If you move furniture for your event, be sure to return it to its original location.
12. Other residents may need to use the library, exercise room, gazebo, or pool while your party is going on.
13. If any young children attend your event, keep them away from going out to the pool or exercise area. This is your responsibility.
14. **No smoking** is allowed in the clubhouse or on the grounds surrounding it. It is your responsibility to notify your guests of the no-smoking rule.

NOTE: Rental of the Clubhouse does not include use of the library, the exercise room, the pool, or the gazebo by you, your family, or your guests.

REMINDER: Part or all of your deposit will be kept if these rules are not followed.