

The Links at Gettysburg Community Center Rental Agreement

The Community Center Oversight Community (CCOC) reserves the right to refuse the rental/use of the Community Center to any individual or group.

Please read carefully and sign acknowledgement of the following rental conditions:

- The Renter must be 21 years of age.
- The Renter must be present throughout the entire rental period.
- **ALL FEES ARE DUE PRIOR TO THE SCHEDULED EVENT.** See attached fee schedule.
- The Renter is responsible and will be charged for all damages to the Community Center.
- Any intentional damage or damage which occurs due to neglect may result in legal action.
- **NO PETS** are permitted on the premises.
- Since this building is located in a residential area, the following items are strictly prohibited on the premises: fireworks, air horns and any other item or articles that may disturb local residents without prior approval.
- **NO ILLEGAL DRUGS OF ANY TYPE ARE PERMITTED ON THE GROUNDS OR IN THE BUILDING.** Violators will be reported to the authorities.
- **NO FIREARMS** of any kind or type are permitted in the Building or on the premises.
- **NO SMOKING OF ANY TYPE** (including e-cigarettes) is permitted in the Building or on the premises.
- Alcoholic beverages may be served only to individuals of legal age.
- Children **MUST** be under adult supervision at all times.
- Skateboarding, skating, rollerblading, or riding scooters is prohibited.
- No amplified music is permitted after 10 p.m.
- Building must be vacated by 11 p.m.
- Parking is only permitted in the lot in front of the building.
- No tents shall be erected nor shall stakes of any kind be anchored without prior approval.
- The Community Center has the following seating capacity: approximately 70 may be seated using the round and rectangular tables. Seating without tables expands the capacity to approximately 100.
- In the event that the police, sheriff, or other such authorities are contacted for any reason by which the Renter is responsible, the Building shall be immediately vacated and locked, and the Renter shall forfeit the Security Deposit.
- **ALL FOOD MUST BE PREPARED OFFSITE.** No cooking is permitted on premises, although food that has been previously prepared may be reheated or warmed on the stove, in the microwave, or in crockpots or other electrical warming devices.

- No person shall be allowed to bring into the facility anything that may cause a fire hazard or be detrimental to the fire protection of the facility. NO CANDLES or STENO CANS are permitted inside or outside of the building.
- The Renter is responsible for setting up the room and arranging the chairs, tables, etc., to suit the function's needs. The Renter is responsible for returning the room to the way it was originally found prior to the function, including the return and placement of the chairs, tables, etc., to the storage room. Tables must be wiped with a damp cloth prior to return to the storage area.
- The Renter shall be responsible to any cost incurred as a result of damages to infrastructure such as electrical, water, irrigation, sewer lines, etc.
- Should more than one function be scheduled at The Links at Gettysburg facility during the Renter's event, the Renter shall provide a person(s) to help direct traffic to his/her event.
- The Renter shall wipe the countertops with a damp cloth; vacuum all areas used during the function after the tables and chairs have been returned to storage; clean the kitchen, if used, to include mopping the floor, if necessary; the vacuum cleaner is located in the storage area and must be returned there after use.
- The Renter shall launder any table linens that were used and return them to the storage bins within one week of the function. A portion of the Security Deposit will be withheld if this is not done or for replacement of any damaged table linens.
- All supplies such as glasses, china, silverware, paper towels, trash bags, etc., must be provided by the Renter.
- The ONLY product acceptable for attaching decorations are 3M COMMAND or SCOTCH WALLSAVER REMOVABLE TAPE. Expenses incurred from damages caused by decorations will be deducted from the Security Deposit.
- No glitter, confetti, rice, birdseed, petals, etc., may be tossed in the Building or on the grounds or parking area.
- The Renter shall remove all trash from the building and deposit trash and recyclables in the appropriate dumpsters on the parking lot.
- Any liquid or food spills must be cleaned immediately by the Renter. Brooms, mops, and a vacuum are in the Building for this purpose.
- All lights must be turned off, the thermostat must be returned to its original setting, and all doors must be locked when leaving the Building.
- The CCOC assumes no responsibility for lost items or items left by the Renter or function attendees.

VIOLATION OF THIS RENTAL AGREEMENT WILL RESULT IN FORFEITURE OF THE SECURITY DEPOSIT AND CLOSURE OF BUILDING.

Community Center Clean-up Guide

The Links at Gettysburg Master Association has the right to withhold part of the security deposit for non-compliance with the clean-up guidelines.

Kitchen: Wipe down refrigerator inside and outside and countertops. Wash any utensils that were used during event and clean the sink. Sweep kitchen floor and mop, if needed. Place all trash into plastic trash bags, secure, and place in the containers in the trash enclosure in the parking lot behind the fence. Place all recyclable items in the recycling bins in the parking lot.

Main Room: Remove all decorations and material used for hanging them. Return LED candles to the cabinet. Wipe down countertop and all tables. Return the 6 round tables to original position along the TV wall and return the folding tables to the storage area. Return all chairs to storage area. Return pub tables to Library and return bar to the front foyer. Vacuum entire area, including front foyer, no debris is to be left on the carpeting.

Fireplace Room: Turn off fireplace, if used, and return furniture to original position.

Table Cloths; If the linen table cloths were used, take them home for laundering. All linens must be returned to the bins in the Community Center storage room within seven (7) days of the event unless another event is scheduled within that timeframe. In that event, the freshly laundered table linens must be returned the day before the next scheduled event.

Check all rooms on the main level, especially the bathrooms, to ensure that all trash has been removed, toilets have been flushed, sinks are free of debris, and lights have been turned off.

Lock any doors or windows that were opened.

Turn off all lights except security lights.

The Links at Gettysburg Community Center Rental Agreement

_____ (Renter) hereby agrees to lease/rent the Community Center property of the Links at Gettysburg Master Association on this _____ day of _____, 20____, from _____ to _____. The Renter agrees to hold harmless and indemnify the Links at Gettysburg Master Association for all legal liability, all injury, and loss or damage arising, without regard to fault. The Aforementioned Renter agrees to pay for any and all damages occurring during the timeframe of this lease agreement.

Type of Event:

- _____ Residents having a private event, not open to the entire Links community
- _____ Residents only sponsored commercial events
- _____ Residents sponsored commercial events open to the Public
- _____ Golf Course employees, Pool Members, and Golf Course Members
- _____ Rentals coordinated by the Links Wedding/Special Events Coordinator
- _____ All Business Rentals – Commercial rentals

Estimated Number of Attendees _____

Security Deposit Received (\$250.) _____ Rental Fee Received _____

Renter Representative (printed) _____

Renter Signature _____

Renter's Address _____

Renter's Phone _____

Renter's E-mail _____

Agreement Signature Date _____

Witness Signature _____

LINKS AT GETTYSBURG COMMUNITY CENTER RATES
EFFECTIVE 1 MAY 2018

All rentals will be coordinated through the Community Center Oversight Committee (CCOC).

- Events open to ALL Links residents only or HOA related functions, there is no charge for Community Center usage. NOTE: Minimum 48 hours prior notice to community via Links Distribution is required.
- Residents having a private event, not open to the entire Links community, i.e., birthdays, anniversaries, family reunions, or other events, a flat rate of \$25 for a reservation is required.
- Residents only sponsored commercial events i.e. Tupperware, Pampered Chef, Mary Kay, Weight Watchers, etc. which is open to ALL Links residents only, a flat rate of \$25 for a reservation is required. *
- Residents sponsored commercial events open to the Public , a flat rate of \$50.00 for 4 hours total per reservation is required.*
- Golf Course employees, Pool Members, and Golf Course Members, for personal use, a flat fee of \$50 for a total of 4 hours per reservation is required.
- Rentals coordinated by the Links Wedding/Special Events Coordinator, as an expansion of the Premier Clubhouse, Rental Fee is \$100.00 per hour
- All Business Rentals – Commercial rentals, Rental Fee is \$100.00 per hour*
- For all events, there is a mandatory Damage Deposit of \$250 that will be returned after the building has been inspected.

*** All companies, businesses and vendors participating in the Community Center must submit a copy of their liability insurance and cannot advertise the event outside of the Links community.**