



Clubhouse Rental Application

Name _____

Address: _____

Building: _____ Unit _____ Owner _____ Renter _____

Home Phone: _____ Cell _____

Date of Event: _____

Start Time: _____ End Time: _____

Number of Guest Expected: _____

Do you require cleaning service: _____

Security Guard Required: _____ Time: _____

Please be aware that the Clubhouse is a NO SMOKING and NO ALCHOL facility and all smokers must smoke outside of the building.

Valencia Lakeshore Clubhouse is available to all VLS Homeowners in good standing (non-delinquent account) and/or tenants on a first come, first serve basis.

A \$500 deposit is required for all events and must be received in the office no later than two weeks prior to your event. All fees for cleaning or security will be deducted from your deposit and the balance will be refunded to you after the event.

A \$100 rental fee will be charge for the use of the Club House.

Insurance: Home Owner must list Valencia Lakeshore HOA as additional insured on their home owner policy and a copy must be provided to the VLS office 1 week prior to the event. If your policy does not cover this option, you can go to RVNUCCIO.com or 1-800-567-2685.

Security guards will be required as follows:

One security guard is required for parties with 26 or more guest. You would need to contact Santa Clarita Valley Public Safety at (661) 857-1353 to make arrangements.

There will be a cleaning fee of \$35. Per hour and a minimum of two hours to be charged, if you wish to do your own cleaning, there is no charge; however, you must adhere to the stringent cleaning policy attached.

The Clubhouse must be locked up no later than 12:00 midnight. If you wish to do cleaning after midnight this is acceptable; however, all music must be stopped and partygoers must leave the premises. All cleaning must be completed prior to the next morning to make room for other events.

Rental of the clubhouse *does not* include use of the pool, saunas, spa, upstairs gym or office area.

Cleaning Policy

- 1. All carpeted floors including the bathrooms, must be vacuumed***
- 2. All tile floors should be swept clean and wet mopped with floor cleaner, making sure that all scuffmarks are removed.***
- 3. All counter tops must be washed down***
- 4. Stoves and sinks must be cleaned***
- 5. All personal food items must be removed from the refrigerator and the refrigerator cleaned***
- 6. All decorations must be removed including tape, staples, tacks, etc***
- 7. All trash bags must be removed and trash taken to any one of the outlying dumpsters located in all carports***
- 8. All tables, which belong to lakeshore, must be cleaned, folded up and stacked against any wall***
- 9. All rented furniture must be folded and stacked to one side of the room for pick up***
- 10. All mirrors, windows and glass sliders must be cleaned***
- 11. All chairs must be stacked and left in the closet***

***IF THE HOMEOWNERS ASSOCIATION IS REQUIRED TO PROVIDE
ADDITIONAL CLEANING, IT WILL BE PROVIDED AT A FEE OF \$35 PER
HOUR***

SIGN _____ ***DATE*** _____

OFFICE USE ONLY

DATE OF RENTAL _____

NAME _____

BUILDING _____

UNIT _____

RECEIVED DEPOSIT ON _____

CHECK NUMBER _____

RENTAL FEE _____

CLEANING FEE _____

SECURITY _____

TOTAL COST _____

REFUND _____