

The Tower Lakes “Farmhouse” Community Center Rental Agreement

This set of regulations is intended to assure the “Farmhouse” is in excellent condition for your event and to preserve its readiness for future rentals.

There is a \$50.00 rental fee plus a flexible fee, up to \$100, if additional clean-up is necessary. **All events must conclude by 11:00pm.**

Please contact the Farmhouse Representative to check on availability for your event. A calendar of events is also on the Farmhouse bulletin board (located in the kitchen) to check availability. A lottery system method is used to procure the renting of the Farmhouse for a major holiday (Easter, Thanksgiving, Christmas). This allows a fair opportunity for different people to rent the Farmhouse on these days. Please submit your name for the holiday you wish and three months prior to that holiday, a selection will be drawn from the names submitted. Any name submitted for that holiday will be contacted. This will allow the opportunity to choose another day for anyone not selected.

A Tower Lakes resident must be present during the rental and that resident will have the code and access to the front door keypad. For your assistance an instruction memo on “how to access the keypad” is attached to the front door. If you are unable to access the keypad, you may contact a member of the Board.

The maximum capacity of the “Farmhouse” is 49 people. That number is set by the Mansfield City Fire Code.

There are 8 round tables, 8 square card tables, and 41 folding chairs. In addition, there is a dining table plus 6 dining chairs. In the cupboard to the left of the fireplace there are round and oblong tablecloths. Following your event, pile the used tablecloths on the dining table. A team member will

launder them. The kitchen has silverware, a roaster, coffee pots, plates, and bowls. Napkins and related paper products are **NOT** supplied. Food and beverages are permitted but **NOT** supplied. The “Farmhouse” does not have a full-service kitchen, therefore only food that is cold, precooked, or catered should be brought in. There are electric outlets for warming plates. The outdoor grill (located on the back porch) may be used, however, the insurance company requires the propane grill be taken off the porch prior to use. The grill is typically moved down the steps into the back yard.

All used areas must be cleaned following your event (including tables, chairs, and countertops). Cleaning supplies are under the sink. All dirty kitchenware must be washed, dried, and replaced in the proper cabinet. Leave any used dish towels, etc. and any used tablecloths on the dining table. A team member will launder them. The Farmhouse does not have garbage service so all garbage and trash **must be taken** with you when you leave.

All furnishings inside and on both the front and back porch must be returned to their original spot. Please **do not** tape, staple, nail, or tack anything to the walls. Make sure the windows and doors are closed and locked when you leave. A helpful suggestion is to take a picture of the furniture placement prior to rearranging for your event so it can be put back the way it was found.

Smoking is not permitted. Alcoholic beverages are not permitted outside the building. Loud music, excessive noise or disorderly conduct is not permitted.

The upstairs library is for **residents only** – but not during a scheduled event.

The Tower Lakes Board of Trustees has the authority to determine the cost of replacement and/or damage repair to the Farmhouse or its’ contents. The cost will be assessed to the resident reserving the building.

Tower Lakes Community Center
“Farmhouse” Reservation Agreement

I agree to the terms and conditions listed in this agreement and understand my responsibilities while using the facilities at the Tower Lakes “Farmhouse”. I also acknowledge that all guests attending my event are my responsibility, and that a \$50.00 rental fee, plus a flexible fee up to \$100.00 for additional cleaning services may be accessed – if needed.

Resident Signature

Date

Address of Resident

Phone Number

Event Date: _____

Start time & length: _____ (include time for set-up)

Number of people attending: _____

Board member approval: _____

Date of payment: _____

Check #: _____

(Make check payable to: Tower Lakes Home Owners Association Inc)