

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.

A Tower Lakes resident must be present at all times and that resident will have access to the door key. The front door key is in the Key box located on the right-hand side of the front door, if you don’t already know the key box code, you may contact a member of the Board to obtain the code.

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

There is a \$35.00 rental fee plus a flexible fee, up to \$75.00, if additional clean-up is necessary.

Food and beverages are permitted, but not supplied. All used areas must be cleaned following your event; that includes tables, chairs and counter tops. The Farmhouse does not have garbage service so all garbage and trash must be taken with you when you leave.

All events must conclude by 11:00 P.M.

There are eight (8) round tables, forty-one (41) folding chairs, and eight (8) chairs that match the dining table setting in front of the fireplace. In the cupboard beside the fireplace there are tablecloths for the round tables, and oblong cloths for the other tables. Following your event, pile the tablecloths on the dining table. The Social Committee will wash them.

In the kitchen there is silverware in the drawers, and a roaster, coffee pots, plates and bowls. Napkins and related paper products are not supplied.

Cleaning supplies are under the sink. (The child lock is for safety only.) All dirty kitchen ware must be washed, dried and replaced in the proper cabinet.

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

The “farmhouse” does not have a full-service kitchen, therefore only food that is cold, pre-cooked, or catered should be brought in. There are electric outlets for warming plates. The outdoor grill may be used, but not on the back porch or parking lot. The insurance company requires the propane grill be taken off the porch. The back yard is the usual spot.

All furnishings 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.

Smoking is not permitted.

Loud music, excessive noise or disorderly conduct is not permitted.

Alcoholic beverages are not permitted outside the building.

The Tower Lakes Board of Trustees has the authority to determine the cost of replacement and / or damage repair to the farmhouse or it's contents. The cost(s) will be assessed to the resident reserving the building.

Tower Lakes - “ Farmhouse”- Community Center 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 any and all guests attending my event are my responsibility, and that a \$35.00 rental fee, plus a flexible fee up to \$75.00 for additional cleaning services – if needed.

Resident’s signature

Date

Event date: _____

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

Number of people attending: _____

Address of resident: _____

Phone number: _____

Board member approval: _____

Date of payment; _____

(Make check payable to Tower Lakes Condo Assoc.)