

The Woods Community

2130 The Woods Drive East

Jacksonville, FL 32246

Community

Center

Lease

Agreement

& Terms

Should you have any problems, concerns or questions, please feel free to contact one of the following:

Atlantic Gate: 221-3111

Hodges Gate: 221-2435

The Woods Office: 221-3722

www.thewoodscommunit@bellsouth.net

Lease Agreement Details:

The Woods Community Center is available to residents of The Woods in good standing with the Association. A \$200.00 rental fee and a \$500.00 refundable security deposit per event will be due and payable at the time of reservation for the use of the building. The Woods resident must complete and sign the contract. If a cancellation occurs there will be a \$50.00 non-refundable fee deducted from the \$200.00 fee originally paid.

The resident who signs the contract accepts responsibility for the event and for the actions of his/her guest. The 'Responsible Resident' must be in attendance at the event. He or she is solely responsible for the clean-up of all areas contracted for, and must maintain proper decorum for all guests according to our normal rules and regulations. Dependent children are not eligible to sign or bear responsibility for this application.

The number of guest expected at event must be specified. According to municipal fire codes, The Woods Community Center will accommodate up to 96 guests. An **alphabetized guest list**, including the **date/time** of the event, as well as a **contact number**, in the event a guest was not listed, must be supplied to **both guard houses**. Guests will not be permitted if a guest list is not provided. To ensure the security of The Woods, unauthorized guests will not be admitted.

The week of the event, the 'Responsible Resident' will be contacted to schedule the initial walk-through and key release. Keys will ONLY be released to the 'Responsible Resident' after 9:00 am the day of the event, or at the scheduled appointment time. ID will be checked at the time of pick-up, as well as when the keys are returned. Keys must be turned in no later than 9:00 am the following morning, or the time of the scheduled final-walk through - or a late fee will be assessed. If you are sponsoring use of The Woods Community Center by a non-resident, the 'Responsible Resident' must sign the key in and out. Upon the completion of the scheduled function, the 'Responsible Resident' continues to be responsible for any damage to The Woods Community Center until the keys are returned to the representative.

In your walk-through prior to keys being released, the management representative will give a full walk through to confirm cleanliness and condition of the clubhouse that the 'Responsible Resident' will be required to sign and turn back into the representative in the same condition. Cleaning instructions will be given at walk through.

Your \$500 refundable security deposit may be picked up at the office within seven days of the event, providing The Woods Community Center passes final inspection for damage and cleaning. Otherwise, it will be voided and mailed back to you within two weeks. Fines for costs or damages incurred are outlined in "Guidelines for Cleaning".

Cancellation: Either party has up to one week prior to the event to cancel this contract, which will result in a fee of \$50.00 being non refundable. Cancellation within one week of the event will result in forfeiture of the full rental fee of \$200.00; the only exception to this rule occurs during November and December, during which time a 30-day cancellation notice is required; otherwise the amount outline above is forfeited.

~ **Pool facilities may not be used in conjunction with rental of The Woods Community Center** ~

Guidelines for Using The Woods Community Center:

No rowdy or obnoxious behavior will be tolerated in the clubhouse; proper decorum is expected at all times.

Absolutely no smoking is allowed in the building at any time.

Beer kegs and coolers must be kept on the tiled areas of The Woods Community Center (the kitchen and storage room.)

If you choose to decorate the clubhouse, do not use tape, thumbtacks, or nails on the walls or facing of woodwork. Nails, tacks, etc., may be used only on top of the wood work and on the map-rail on the walls.

Guidelines for Cleaning:

The individual who leases the building must supply all cleaning supplies.

All tiled areas (kitchen, entry way, restrooms) must be swept and damp-mopped. Do **not** use any detergent or wax when cleaning the floors. All countertops must be wiped off with a mild detergent or cleaning product. If you use the refrigerator, stove/oven and microwave, they must also be cleaned. If there are any noticeable spots on the doors, windows or walls, please wipe them off; any damage to the drywall will be charged to the responsible party. All carpeted areas must be vacuumed. If you have spilled something on the carpet, please dilute the stain with cold water and blot up as much as possible with paper towels or a cloth. Do **not** use any chemicals. If a stain cannot be removed and the Association has to have the carpets cleaned, the responsible party will be charged for the cleaning. If you want to move any of the furniture please pick it up; do not drag it across the carpet or tile. Please check to make sure all lights in the building have been turned off. If the party is at night, you may leave the outside lights at the entry way and down the side walk on.

Check to make sure the stove/oven are turned off and the refrigerator door is closed tightly. Make sure the thermostats are set to the correct setting prior to leaving (see checklist "Departure" section). Make sure all doors and windows are locked .

Do **not** move the cigarette urns. Tables and chairs must be replaced neatly in the racks. All garbage (including restroom receptacles) should be picked up and put in trash bags (this includes any garbage from your party that may be on the playground or picnic areas.) The bags should be deposited in the green dumpster in the parking lot. The 'Responsible Resident' is solely responsible for the building from the time the keys are picked up from the management's representative until the keys are signed back in.

Any infractions of the above guidelines or the lease agreement are subject to fines or damages. Specific fines are listed below:

- Failure to pick up all garbage and place bag (s) in dumpster - **\$25 per bag, removal fee**
- Failure to adequately clean center - **\$45 per hour cleaning charge. If cleaning is needed, a minimum 1 hour (\$45) will be assessed**
- Failure to return the keys by agreed final walk-through appointment time (day after the event) - **\$45 per hour late fee**
- Failure to properly re-rack tables and chairs - **\$50 charge for proper re-racking**
- Damages (including having carpet cleaned) - **Cost of repairs will be charged**

Any and all exceptions to the above rules must go before

The Woods Board of Directors

TABLE SIZES:

(13) - 5' Round

(4) - 6' Round

(10) - 3 x 8 Rectangular / Buffet-style