



**Moreno Valley Ranch Community Association  
Clubhouse Rental Application**  
16010 Rancho del Lago  
Moreno Valley CA 92551  
Office: (951) 485-2020 \* Fax: (951) 485-2022

***All Fees Must Be Paid By Check Payable To:  
Moreno Valley Ranch Community Association***  
**Note: The application, all checks must be from a Valid MVRCA Member, have the member's name and the current MVRCA address printed on the check.**

**Member Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_ **Member ID #:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_ **Number of Guests:** \_\_\_\_\_ (Not to Exceed 187)

**Time: Start:** \_\_\_\_\_ am / pm **to End:** \_\_\_\_\_ am / pm (Set-up and clean-up Excluded)

**How Many?** \_\_\_\_\_ **Round Tables** \_\_\_\_\_ **Long Tables** \_\_\_\_\_ **Chairs**

**Person Responsible Clean-up** \_\_\_\_\_ **Day Phone:** \_\_\_\_\_

**Alcohol to be Served:**  Yes  No **Entertainment:**  Yes  No  
**Type:** \_\_\_\_\_

**Caterer's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Reservations cancelled 2 weeks or less prior to the event will be charged a \$200.00 cancellation fee.** \_\_\_\_\_  
(Initials)

	<u>Date Paid</u>	<u>Amount Paid</u>	<u>Date Returned</u>
1. Security Deposit Fee (\$600.00)	_____	_____	_____
2. Rental Fee, includes guard (\$750.00)	_____	_____	_____
3. Serving Alcohol Fee, includes guard (\$150.00)	_____	_____	_____
4. Holiday Guard Fee (\$100.00)	_____	_____	_____
5. 24 Hour Insurance Rider Rec'd Date: (Must be received 2 weeks before event NO EXCEPTIONS)	_____		

## MVRCA RULES & CLEAN-UP RENTAL AGREEMENT

**NOTE: You must bring your own cleaning equipment: vacuum, mop, broom, etc. as well as your own solvents and trash bags. These items will not be provided for you by the Association.**

### **THESE CONDITIONS TO BE MET WHEN RENTING THE CLUBHOUSE:**

1. Check facility beforehand to make sure it is in order.
2. Carpet to be vacuumed, stains checked with Staff, if applicable. Floor to be mopped.
3. Kitchen needs to be cleaned: counters, sink, coffee pots, refrigerator, ovens, microwave and floors mopped.
4. Bathrooms checked (check for paper towels and toilet paper to be picked up).
5. All trash removed and placed in dumpster.
6. Tables and chairs need to be cleaned/washed off and put back on the racks as noted in the picture provided.
7. Outside ashtrays emptied, if applicable.
8. Furniture to be put back to its original setting, if applicable.
9. No outside furniture is permitted to be used.
10. Tables and chairs available for use, provide amount necessary.
11. A \$200.00 fee will be charged and deducted from the security deposit if the alarm is set off on any of the doors, unless it is an emergency.
12. A \$150.00 fee will be charged and deducted from the security deposit if the room is not cleaned after the event.
13. Costs for any damage to the facilities will be charged and deducted from the security deposit.

**I understand that I will make arrangements at the front entrance gate for my guests to enter the facility by providing a guest list two (2) weeks prior to event. I also understand that during the period of May 1 through September 15, my guests must park outside the facility. Additionally, my guests are permitted use of the clubhouse room, restrooms and courtyard ONLY.**

**I agree that I cannot restrict any resident member from the facility during my clubhouse rental.**

**I, the undersigned do agree that I will have a walk-through prior to the event set-up with the on-site staff and agree to the above conditions.**

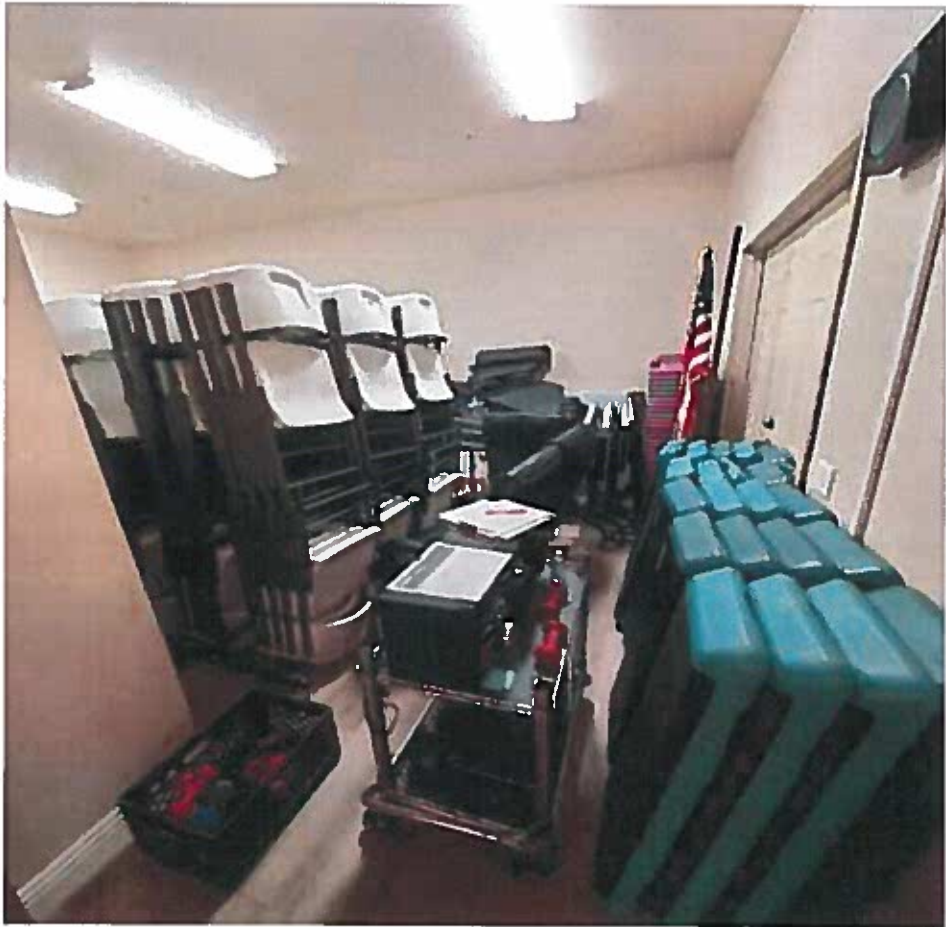
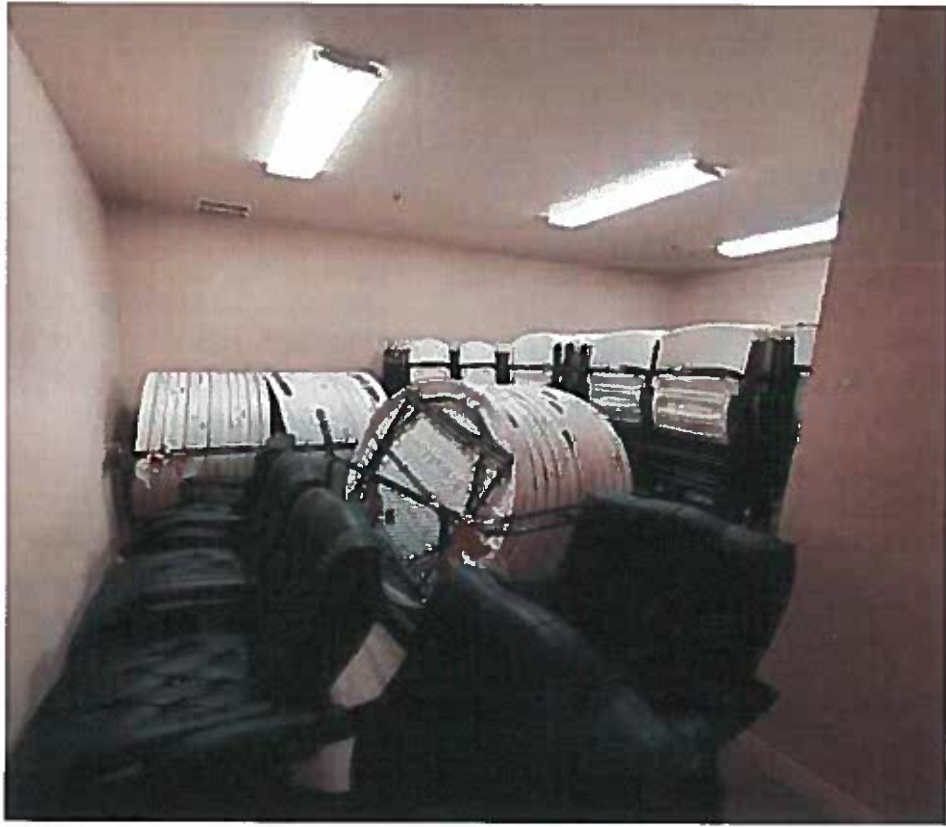
**If the above conditions are not met, I agree to forfeit a portion or all of the \$600.00 security deposit.**

Signed: \_\_\_\_\_

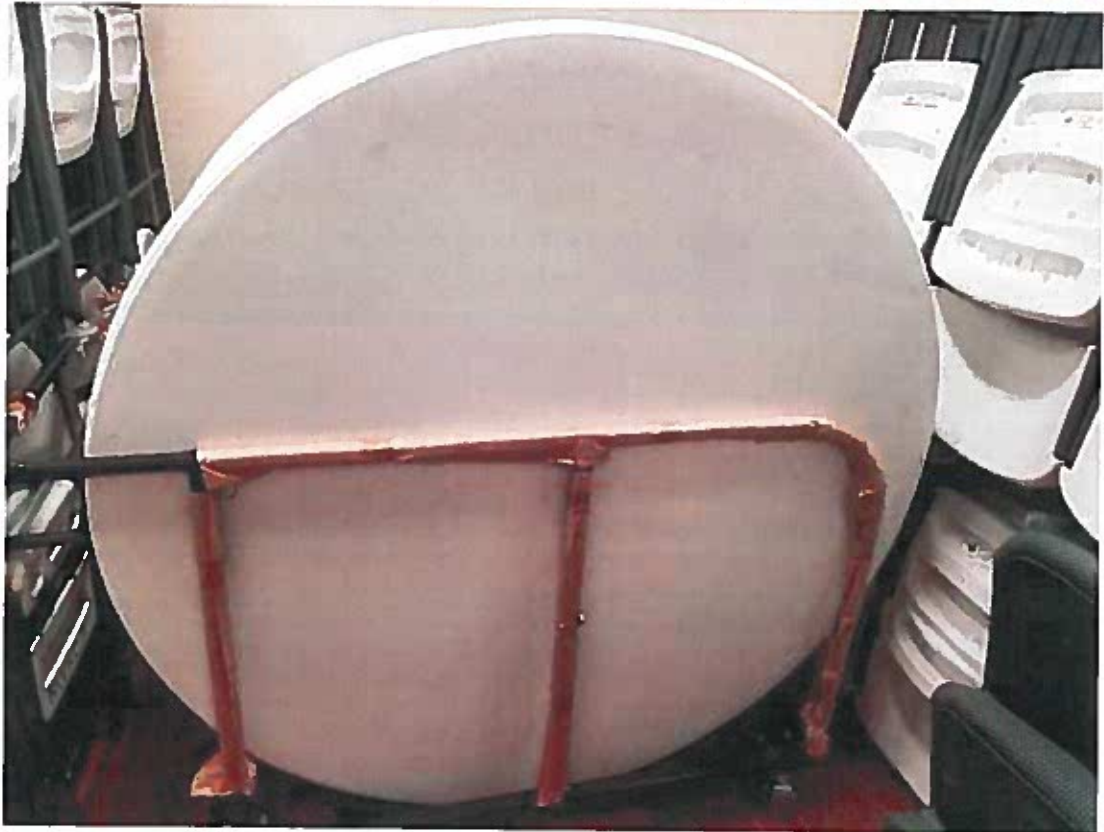
Date: \_\_\_\_\_

\_\_\_\_\_  
MVRCA Staff Signature

Date: \_\_\_\_\_

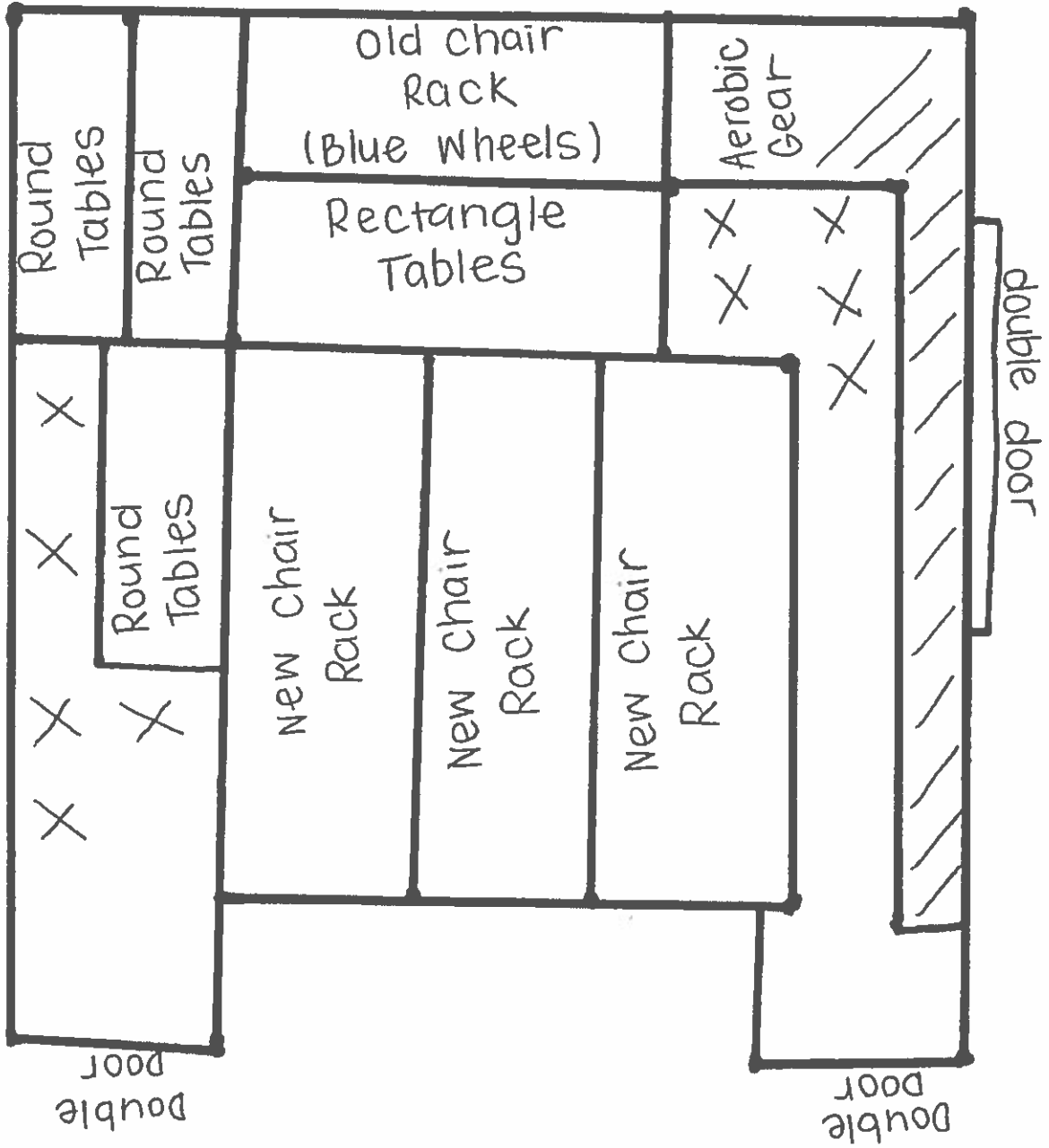








X = Rolling Chairs



### CLUBHOUSE WALK-THRU AGREEMENT

I, the undersigned do agree that I will have a walk-thru with the on-site staff and agree to the cleaning conditions set forth by the Association before allowing anyone other than myself to enter the clubhouse. If the cleaning conditions and reservation rules are not met, I the undersigned agree to forfeit a portion of or all the \$600 security deposit.

Homeowner signature: \_\_\_\_\_ Date: \_\_\_\_\_

On-site Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### WALK-THRU #1 TO BE COMPLETED ON EVENT DAY

Check in Checklist cleaning checklist: Please check one or more as needed:

- The kitchen not clean.
- An appliance not working or dirty.
- The main floor not clean.
- The restrooms not clean or working properly
- The following items were damaged and/or missing: \_\_\_\_\_  
\_\_\_\_\_
- Other issues: \_\_\_\_\_
- No problems. The clubhouse was in good condition and ready for use.

Homeowner signature: \_\_\_\_\_ Date: \_\_\_\_\_

On-site Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### WALK-THRU #2 TO BE COMPLETED AFTER EVENT

Check out checklist: Cleaning checklist: Please check each item off as you clean after your event, add notes as needed:

- Floors swept and mopped.
- Kitchen cleaned including ovens, refrigerator emptied, sink clean, counter cleaned.
- Faucets shut off
- Oven shut off
- All items, including decorations, brought for event have been removed.
- Trash has been removed.
- All furniture cleaned/washed off – Tables and chairs put back on the racks as noted in the picture provided.
- Restrooms are clean, working and undamaged.
- Lights turned out. Doors locked- contact Security when you are leaving.

Homeowner signature: \_\_\_\_\_ Date: \_\_\_\_\_

On-site Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_



**MORENO VALLEY RANCH COMMUNITY ASSOCIATION  
CONTRACT FOR RECREATION CENTER CLUBHOUSE RENTAL**

**I, the undersigned, agree to the following conditions with respect to rental of the Recreation Center Clubhouse Facilities of Moreno Valley Ranch Community Association on:**

**Date: \_\_\_\_\_ from \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm  
(A SIX (6) HOUR MAXIMUM TO CONCLUDE BY 12:00 MIDNIGHT)**

- 1. RESERVATION OF THE FACILITY DOES NOT INCLUDE THE POOL, PICNIC AREAS, OR PARKING LOT FOR ANY AND ALL GUESTS. (THIS INCLUDES A HOMEOWNER THAT MAY BE AT THE EVENT)**
2. Member reserving the clubhouse must reside in the property and have a valid membership card.
3. I will be completely responsible for all pick-ups, deliveries and for all set-ups and clean-up to be completed the day of the rental.
4. I understand that I am required to be in attendance for set-up, during the event, and clean-up of the facility at all times.
5. Refund of deposits is subject to cost(s) incurred for:
  - Damage to the facility and / or its contents
  - Damage to recreational facilities or common areas
  - Failure to leave clubhouse in original condition
  - Setting off of the alarm system
  - Lack of cleaning of the facilities
  - If repair(s) or replacement due to damage is above the \$600 deposit fee, all costs for such repair or replacement will be the responsibility of the homeowner renting the facility
6. The Board of Directors of the Moreno Valley Ranch Community Association does not assume any liability for property lost or stolen on the premises, or for personal injuries sustained on the premises during use of the facilities and I hereby agree to hold said Board, including officers, directors, agents or employees harmless from all claims, suits, judgments or damages arising out of any such property loss or personal injury.
7. No equipment or furniture shall be removed from the building without permission of the Staff.
8. Tables and chairs will be put back on the racks as noted in the picture provided.
9. In accordance with law in the State of California no one under the age of 21 shall be served an alcoholic beverage while on the premises. If alcoholic beverages are served at a function held in the facilities no minors are to be present without parental permission and **MEMBER MUST HIRE AT NO COST TO THE MORENO VALLEY RANCH COMMUNITY ASSOCIATION, A PROFESSIONAL, UNIFORMED GUARD TO OVERSEE THE FUNCTION FOR THE DURATION OF SAID EVENT. ALL ALCOHOL MUST BE KEPT INSIDE THE CLUBHOUSE DURING THE DURATION OF THE EVENT.**
10. The facilities may not be used for commercial purposes other than those endorsed by Moreno Valley Ranch Community Association Board of Directors. Products may not be sold in any recreational facility for the profit of any individual or commercial enterprises.
11. Either party hereto may cancel this contract by delivery of written notice to the other party at least two weeks prior to the scheduled hour as hereinbefore designated. If this contract is so cancelled, I will not be required to pay the designated fees. **If I do not cancel prior to two weeks before the scheduled event, I will be charged a \$200.00 cancellation fee, except for holiday parties which must be cancelled 90 days in advance.**
12. The use of any candles or any type of open flame (other than the fireplace) is not allowed. Red beverages of any kind are not allowed. The use of portable propane BBQ's is not allowed for clubhouse or park rental, unless an MVR sponsored event.
13. I hereby warrant that there will be no charge to guests for my admission, food, beverages, or entertainment purposes.
14. I will supply a copy of a 24hr **CERTIFICATE OF INSURANCE NAMING** Moreno Valley Ranch Community Association additionally insured. **Certificate of Insurance must list the active MVR member only (no third party reservations), this must be received no later than 2 weeks prior to your event.**
15. I understand I will be responsible for access into the facility for my guests on the day of the event and under no circumstances will the front gate be allowed to remain open.
16. It is understood that parking facilities are reserved for resident members of the Association. I will make arrangements at the front entrance gate for my guests to enter the facility by **providing a guest list two (2) weeks prior to event.** I also understand that during the period of **May 1 through September 15, my guests must park outside the facility.** Additionally, my guests are permitted use of the clubhouse room, restrooms and courtyard **ONLY.**
17. I agree to be available for a complete walk-through of the clubhouse facility prior to set-up and after cleaning of the event, and suitable arrangements will be made with the on-site management staff.
18. Failure to provide an insurance certificate or guest list by the deadline indicated may result in my event being canceled for non-compliance.

**I understand, have read, and agree to the Policies and Guidelines and the conditions of the rental contract. The association reserves the right to terminate and cease all event activity should any resident or guest of the event violate the terms of this contract and/or the policies and guidelines of the facility set forth by the Community Association.**

Print Member Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Member ID# \_\_\_\_\_

Association Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_