

Rental Checklist

- Check with Ranch House to Confirm Date is Available**
- Fill out and Complete Application**
- Read Over & Acknowledge Rental Guidelines**
- Security Deposit Payment** (Card or Check, can be made out to WRCA)
- Rental Fee Payment** (Card or Check, can be made out to WRCA)
- Security Guard Payment if Applicable** (Card or Check, can be made out to WRCA. \$24/Hour, Minimum of 4 Hours)
- Insurance Provided at Time of Booking in Homeowner's Name if Applicable** (Must have Whitney Ranch Community Association and FirstService Residential listed as additionally insured with a minimum of a \$500,000 policy.)

Whitney Ranch
Community Association
Standard Rental Application
(Exclusive to residents for personal and private events only)

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Date Rec'd: _____
Emp. Initials: _____ Notes in Connect: <input type="checkbox"/>
Provided Guidelines: <input type="checkbox"/> Name Written in Book: <input type="checkbox"/>
Insurance and All Fees Paid at Time of Booking <input type="checkbox"/>

Resident Name: _____ **Address:** _____
 (RESIDENT MUST BE CURRENT IN ASSESSMENT PAYMENTS, AND BE PRESENT FOR ENTIRE EVENT)

Email: _____ **Phone Number:** _____

Date of Event: _____ **Time: Start (11:00 am or later)** _____ **End (midnight or earlier)** _____
 (INCLUDING SET UP) (INCLUDING CLEAN UP)

Type/General Description of Event: _____

Estimated # of Guests: _____ **Food Served?** YES NO

Alcohol Served? YES NO **Time Alcohol will be Served: Start** _____ **End** _____

* If you plan to serve alcohol at your event, please closely review the Alcohol Guidelines regarding the required liability insurance & security service.

	ROOM NAME	CAPACITY	RENTAL FEE	SECURITY DEPOSIT	SECURITY GUARD FEE (Min. of 4 Hours)	RENTAL HOURS
<input type="checkbox"/>	Ballroom	296/150 Seated	\$500.00	\$1000.00	\$24 Per Hour	11 am- midnight (13 hrs)
<input type="checkbox"/>	Lounge	80	\$300.00	\$500.00	\$24 Per Hour	11 am- midnight (13 hrs)
<input type="checkbox"/>	Activity Room	41	\$15/HR (or \$75 or the day)	\$100	N/A	11 am – midnight (13 hrs)

_____ I understand I (or another adult member of my household) must be present for the entire event, including set up and clean up.

_____ I have received a copy of the Rental Guidelines & I understand that if I do not follow the stipulated regulations, or I provide incorrect information on my application, WRCA reserves the right to cancel my function and/or impose fines or suspend my privileges.

_____ I understand that my rental does not includes use of the pool or other common areas.

_____ I understand that the fees for the rental of the facility, as well as security guard fees and deposit, are due **at the time of reservation.**

_____ I understand that payments and insurance will be in my name as the Resident who is renting the facility.

Resident Signature: _____ **Date:** _____

Rental Fee	Rental Amount	Check	Credit Card	For Staff Use:			
	Security Deposit	Deposit Amount	Check *could take 4-6 weeks for refund	Credit Card *could take 1-2 weeks for refund	Cashier's Check *will be held until after rental	Emailed Regarding Deposit	Emailed Regarding Refund
Security Guard Fee	Security Amount	Check	Credit Card	Emailed to Security	Insurance	Received	
Items Needed:	72" Round Tables (18) Ballroom Only	6' Rectangular Tables (6 Ballroom/ 2 Lounge)	4' Classroom Tables (11) Activity Room Only	Cocktail Tables (8) Ballroom Only	BBQ	AV Equipment	Dishes Lounge Only
	Emailed to Cleaners	Wooden Chairs (180) Ballroom Only	Plastic Chairs (30) Activity Room Only	Heaters	Tandoor Oven	Other:	

Notes: _____

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Facility Rental Liability Waiver

I acknowledge and agree, on behalf of myself, and my family, that the use of the Whitney Ranch Community Association facilities (hereafter referred to as the Community Association) grounds and landscape areas located in Rocklin, operated by the Community Association, involve potential risk of serious physical injury to a person undertaking these activities, or using these facilities. I fully understand that activity upon Community Association property may, by its very own nature, be hazardous and that it can lead to injury to me, my family, my guests, and/or damage to my property.

I understand that by signing this form, my family, and I agree to assume the risks of potential injury, to which I am voluntarily exposing my family, my guests, and myself by participation in social or recreational activities at the facilities of the Community Association.

On behalf of myself, my family and my guests, I release from liability and hold the Community Association harmless for any damage, injury and/or claim of any kind, whether to person or property as a result of such activities, and waive my claims that I, my family and/or my guests, may otherwise have or acquire against the Community Association its officers and directors, agents, or employees, for any injury occurring to me, my family, or to my guests, whether to person or property, as a result of any use of Community Association property or participation in athletic or recreational activities on the facilities and grounds of the Community Association.

I have read the Community Guidelines, the Rental Guidelines and this Rental Liability Waiver. I accept the liability for damage to Community Association property and for injury to persons admitted to the facility. I understand that in the event I, my family and/or guests violate any of the regulations, or if I provide inaccurate information on my application, the Community Association reserves the right to cancel my function at any time, charge any and all expenses incurred and deduct any fines and/or penalties incurred by this violation from my deposit. Membership privileges may also be suspended.

Hold Harmless Agreement

Applicant agrees to hold Whitney Ranch Community Association, its Board of Directors, the individual Members and all the Association officers, agents and employees free and harmless from any loss, injury, damage, liability and costs of expense that may arise to any person or property during, or caused in any way, by such use or occupancy of Association property.

Applicant agrees to abide by the Rules and Regulations governing Association property, as may be enacted from time to time. Violation of these Rules and Regulations may result in, among other things, suspension of the use of the facilities and a fine imposed on the Resident.

Applicant agrees to instruct all guests regarding the Association's Parking Rules & Regulations and be responsible for all tickets issued to guest vehicles.

I, the undersigned, have read and understand the Facility Guidelines information and hereby certify that I will be personally responsible for any loss or injury to any person or damages sustained by the Association's building, furniture, equipment or premises accruing through the occupancy or use of the property by the Applicant or others using the building or premises by this Hold Harmless Agreement.

Resident Signature: _____ Date: _____

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These conditions shall be met in conjunction with the rental of The Ranch House facilities. Portions of the deposit may be withheld if there is damage, clean up required, contract violations or additional costs incurred by the Association. The balance will be refunded to the resident. If additional funds are required to return facility to pre event status per the Inventory Checklist, they are due upon request. A cleaning checklist is provided for a pre-walk-through inspection and post-walk through inspection for staff and/or Security Attendant to go over with the Resident.

CLEAN UP REQUIREMENTS

(From Inventory Checklist for Event Pre & Post Walk-through)

- Carpets clear of debris
- Tables clean and undamaged
- Walls clean and undamaged (all tape, etc. removed)
- Remove all personal belongings & added decorations, ceilings clear of balloons and strings
- Chairs and tables stored correctly
- Furniture in proper location
- Kitchen trash cans empty
- All trash removed and put in dumpster
- A/V equipment check – TV working & undamaged, PA system working & undamaged, DVD Player or slide projector/screen working and undamaged
- Rental completed by time stated on the contract.
- Music down at 10pm (not audible outside the room)
- Music off at 11pm
- Premises vacated no later than 12am

I have read and agree to abide by all Facility Rental Guidelines, Alcohol Requirements, and Clean Up Requirements.

Resident Signature: _____ Date: _____

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Acknowledgement

Please read and initial each item.

1. The Resident acknowledges that **ONLY** the rented room(s) (and joining patio if applicable) is accessible for the rented event. Resident and event attendees **DO NOT** have access to other rooms or common areas including the game room, pool, and pool area. **Initials: _____**
2. The Resident will empty garbage cans and take trash to dumpsters and return room and equipment back to original state by check out time stated on the rental agreement. (See cleaning agreement for all requirements.) **Initials: _____**
3. The Resident will check in and check out with a Ranch House staff member or security guard and complete a final walkthrough inspection following the clean-up procedure no later than the end time stated in the rental agreement. **Initials: _____**
4. The Resident will follow the noise guidelines of music down at 10:00 pm (so it is not audible from outside the room), music off at 11:00 pm. **Initials: _____**
5. Rental is for the day of only, (unless Resident has been authorized by staff) no access prior to the event will be extended or following the event. All items must be removed from the room rented following the event. **Initials: _____**
6. Rented areas cannot be used for personal financial gain or commercial activity. **Initials: _____**
7. The Resident will not use glitter, confetti, or puncture holes in the walls when putting up personal decorations. Open flames are not permitted at any time anywhere on The Ranch House (i.e. candles, tiki torches, tea lights, sparklers, etc.) except for birthday and wedding unity candles. **Initials: _____**
8. The use of fun jumps, bounce houses or the like is not permitted except for Association sponsored events. **Initials: _____**
9. Outside cooking devices are only allowed when operated by an insured third-party company (i.e. a caterer or food truck). The vendor must provide proof of insurance including general liability in the amount of \$2,000,000 and automobile insurance in the amount of \$1,000,000. Such cooking devices may only use propane and may only be used in the exterior parking area. **Initials: _____**
10. Privilege Revocation and Automatic Deductions:
 - Smoking - \$250.00
 - Serving of alcohol without proper insurance or without security present - \$250.00
 - Use of other Common Areas (such as use of the pool, game room, guests throughout the other areas, etc.) - suspension of rental privileges for a minimum of six months.
 - Residents not present for check-in/check-out inspections or found to have rented on behalf of a non-resident - suspension of rental privileges for a minimum of six months.
 - Each 15-minute overage will be penalized with a \$50.00 fee per occurrence
 - Other issues will result in a hearing with the Board of Directors, which may result in fines or suspension of privileges. **Initials: _____**
11. All payment and required documents must be submitted **at the time of booking**. If all the above required documents are not received, the application will not be processed, and the date will not be held. **Initials: _____**
12. Failure to comply with the above noted items may result in loss of rental deposit, future rental privileges, and/or facility privileges. **Initials: _____**