



## FACILITY USE AGREEMENT (RESIDENTS)

Arlington Ridge CDD and the undersigned Resident(s)/Responsible Party hereby agree on the no cost rental of our facility as specified herein, subject to the Additional Provisions on the reverse side hereof.

### **ALL CDD FACILITIES (OTHER THAN FAIRFAX HALL):**

#### **Resident(s)/Responsible Party Information:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO. \_\_\_\_\_ EMAIL: \_\_\_\_\_

#### **Function Information:**

FACILITY DESIRED: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

FUNCTION DAY & DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

The rental time is inclusive of set-up and clean-up time.

ESTIMATED NUMBER OF ATTENDEES (LIST # of NON-RESIDENT & RESIDENT): \_\_\_\_\_

ALCOHOL PLANNED TO BE SERVED/CONSUMED? \_\_\_\_\_ ALCOHOL PLANNED TO BE SOLD? \_\_\_\_\_

The Resident(s)/Responsible Party acknowledge that they have read and understand the Facilities Use Policy and the Additional Provisions located on the reverse side of this Agreement, and that it correctly states their intentions.

#### **Resident(s)/Responsible Party**

#### **Arlington Ridge CDD**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Please Print Name and Date Signed

\_\_\_\_\_  
Date Signed

NOTE: The Resident(s)/Responsible Party agrees to leave the facilities used in the same condition as prior to event. The following must be done immediately upon its conclusion:

- i. Remove all garbage.
- ii. Take down all party displays.
- iii. Wipe down table surfaces.
- iv. Return all furniture to original locations.

## ADDITIONAL PROVISIONS

- 1) Reservations for Fairfax Hall, Movie Theater, Arts & Craft Room, Library, Gaming Room, Cabana, can be made at the Administration Office. Reservations for the Chesapeake Bay Grill's Oak Room and Arlington Room can be made at the restaurant and may be considered by management for outside of normal hours of operation. Reservations will be on a first come first serve basis. Authorized Resident Clubs may make reservations on a once weekly basis for up to twelve (12) months. Reservations must be made by at least one person who will act as the Responsible Party.
- 2) Reservations for all facilities include the use of the Facility, Tables, Chairs and Restrooms only. Use of other equipment will be based on availability and subject to additional fees.
- 3) In the event that catering services are desired for the Function, the Chesapeake Bay Grill shall be offered the chance to provide such catering services, which it may accept or deny in its sole discretion. Catering services provided by a vendor other than the Chesapeake Bay Grill may only be utilized in the event that the restaurant has first been provided an opportunity to provide the services, and has thereafter declined such opportunity. Catering service with the Chesapeake Bay Grill requires a separate agreement with the restaurant.
- 4) Reservations are available between the hours of 9:30 AM and 11:00 p.m., with the exception of New Years' Eve or if special arrangements have been approved by management. Reservations for the Cabana area will expire at dusk and include a non-exclusive right to use the Beach Entry, Lap Pools and Hot Tub. Reservation time frames are inclusive of set-up and break down times with the facility cleared of all attendees. The Function must be contained within the area reserved.
- 5) The volume of live or recorded music must not violate applicable Lake County and City of Leesburg noise ordinances, or unreasonably interfere with residents' enjoyment of their homes.
- 6) The Client/Responsible Party must be present at the function during the entire period of the rental.
- 7) No admission fees whatsoever shall be collected by any person unless it is part of an approved CDD event or activity, or otherwise approved by the CDD.
- 8) Client/Responsible Party shall be responsible for walls, furnishings, fixtures and equipment in the room in which the Function takes place and agrees that after the Function those items shall be in the same condition as prior to the Function (ordinary wear and tear accepted). Tacks or nails may not be used for decorations. In the event that there is any damage and/or loss to the walls, furnishings, fixtures or equipment resulting from, or related to the Function or its attendees, then the cost associated with the repair or replacement of the damaged items shall be the responsibility of and paid by the Client/Responsible Party.
- 9) Client/Responsible Party shall supervise and be responsible for the conduct and safety of all persons attending the Function. The CDD shall not be responsible for property, supplies or equipment brought by the Client or any person attending the Function. Client and persons attending the Function use CDD facilities at their own risk. The CDD reserves the right to retain a security guard or guards for the Function at Client's/Responsible Party's expense if the CDD, in its sole and unrestricted discretion, deems it desirable.
- 10) The CDD shall be excused from furnishing the services and items specified above when such failure is a result of, related to, or on account of government regulations, labor disputes, utility or material shortages or other circumstances beyond the CDD's control. In the event the CDD cannot furnish the services, accommodations, or items referenced above for any of the above reasons, it may, at its own discretion, refund all deposits, if any, to client in full satisfaction of its obligations hereunder, or in its discretion, may substitute other available services, accommodations, or items.
- 11) When alcohol is planned to be served/consumed or sold at a Function, the Client/Responsible Party may be required to procure Special Events insurance coverage, in the CDD's sole discretion, depending on the nature of the event, the number of attendees anticipated to attend the Function, and the number of non-residents planned to attend the Function.



## FACILITY USE AGREEMENT (RESIDENTS)

Arlington Ridge CDD and the undersigned Resident(s)/Responsible Party hereby agree on the no cost rental of our facility as specified herein, subject to the Additional Provisions on the reverse side hereof.

**Fairfax Hall:** Rate of Rental \$0 each Event (plus applicable sales tax); \* A Security Deposit of \$350 (refundable) is due 60 days prior to event as well as a non-refundable Clean-up Fee of \$150 (plus applicable sales tax).

### FAIRFAX HALL

#### Resident(s)/Responsible Party Information:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO. \_\_\_\_\_ EMAIL: \_\_\_\_\_

#### Function Information:

TYPE OF FUNCTION: \_\_\_\_\_

FUNCTION DAY & DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

The rental time is inclusive of set-up and clean-up time.

ESTIMATED NUMBER OF ATTENDEES (LIST # of NON-RESIDENT & RESIDENT): \_\_\_\_\_

ALCOHOL PLANNED TO BE SERVED/CONSUMED? \_\_\_\_\_ ALCOHOL PLANNED TO BE SOLD? \_\_\_\_\_

The Resident(s)/Responsible Party acknowledge that they have read and understand the Facilities Use Policy and the Additional Provisions located on the reverse side of this Agreement, and that it correctly states their intentions.

**Resident(s)/Responsible Party**

**Arlington Ridge CDD**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Please Print Name and Date Signed

\_\_\_\_\_  
Date Signed

NOTE: The Resident(s)/Responsible Party agrees to leave the facilities used in the same condition as prior to event. The following must be done immediately upon its conclusion:

- i. Remove all garbage.
- ii. Take down all party displays.
- iii. Wipe down table surfaces.
- iv. Return all furniture to original locations.

## ADDITIONAL PROVISIONS

- 1) Reservations for rental of Fairfax Hall can be made at the Administrative Office, are on a first come first serve basis with reservations for non-resident functions subject to the current published rental rates. Reservations must be made by at least one person who will act as the Responsible Party.
- 2) Rental for Fairfax Hall includes the use of the Facility, Tables, Chairs and Restrooms only. Use of other equipment will be based on availability and subject to additional fees.
- 3) In the event that catering services are desired for the Function, the Chesapeake Bay Grill shall be offered the chance to provide such catering services, which it may accept or deny in its sole discretion. Catering services provided by a vendor other than the Chesapeake Bay Grill may only be utilized in the event that the restaurant has first been provided an opportunity to provide the services, and has thereafter declined such opportunity. Catering service with the Chesapeake Bay Grill requires a separate agreement with the restaurant.
- 4) Reservations are available between the hours of 9:30 AM and 11:00 p.m., with the exception of New Years' Eve or if special arrangements have been approved by management. Function rooms are assigned according to the guaranteed minimum number of persons to be in attendance. Rental time frames are inclusive of set-up and break down times with the facility cleared of all attendees. The Function must be contained within the area reserved.
- 5) The volume of live or recorded music must not violate applicable Lake County and City of Leesburg noise ordinances, or unreasonably interfere with residents' enjoyment of their homes.
- 6) The Client/Responsible Party must be present at the function during the entire period of the rental.
- 7) No admission fees whatsoever shall be collected by any person unless it is part of an approved CDD event or activity, or otherwise approved by the CDD.
- 8) Client/Responsible Party shall be responsible for walls, furnishings, fixtures and equipment in the room in which the Function takes place and agrees that after the Function those items shall be in the same condition as prior to the Function (ordinary wear and tear accepted). Tacks or nails may not be used for decorations. In the event that there is any damage and/or loss to the walls, furnishings, fixtures or equipment resulting from, or related to the Function or its attendees, then the cost associated with the repair or replacement of the damaged items shall be the responsibility of and paid by the Client/Responsible Party.
- 9) Client/Responsible Party shall supervise and be responsible for the conduct and safety of all persons attending the Function. The CDD shall not be responsible for property, supplies or equipment brought by the Client or any person attending the Function. Client and persons attending the Function use CDD facilities at their own risk. The CDD reserves the right to retain a security guard or guards for the Function at Client's/Responsible Party's expense if the CDD, in its sole and unrestricted discretion, deems it desirable.
- 10) The CDD shall be excused from furnishing the services and items specified above when such failure is a result of, related to, or on account of government regulations, labor disputes, utility or material shortages or other circumstances beyond the CDD's control. In the event the CDD cannot furnish the services, accommodations, or items referenced above for any of the above reasons, it may, at its own discretion, refund all deposits, if any, to client in full satisfaction of its obligations hereunder, or in its discretion, may substitute other available services, accommodations, or items.
- 11) When alcohol is planned to be served/consumed or sold at a Function, the Client/Responsible Party may be required to procure Special Events insurance coverage, in the CDD's sole discretion, depending on the nature of the event, the number of attendees anticipated to attend the Function, and the number of non-residents planned to attend the Function.

lcw/3-2016



**FACILITY USE AGREEMENT (AUTHORIZED CLUBS)**

Arlington Ridge CDD and the undersigned Resident(s)/Responsible Party hereby agree on the use of the facility as specified below at no cost to party making such request.

**PLEASE CIRCLE ONLY ONE REQUESTED FACILITY: Movie Theater, Library, Arts & Crafts Room, Computer Room, Cabana, Tennis Court.**

NAME OF RESIDENT RESERVING FACILITY: \_\_\_\_\_ PURPOSE OF MEETING (Name of Authorized Club) \_\_\_\_\_

RESIDENT'S HOME ADDRESS: \_\_\_\_\_

PHONE NO. \_\_\_\_\_ EMAIL: \_\_\_\_\_

ALCOHOL PLANNED TO BE SERVED/CONSUMED? \_\_\_\_\_ ALCOHOL PLANNED TO BE SOLD? \_\_\_\_\_

**DAYS / DATES / START TIME / END TIME REQUESTED**

**FOR FOLLOWING DATE/DATES:**

**(For example: Month of October, Day: Thursday, Dates 4, 11, 18, 25)**

Month of: \_\_\_\_\_, Day: \_\_\_\_\_, Dates: \_\_\_\_\_

Month of: \_\_\_\_\_, Day: \_\_\_\_\_, Dates: \_\_\_\_\_

Month of: \_\_\_\_\_, Day: \_\_\_\_\_, Dates: \_\_\_\_\_

**START TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**The reserved time is inclusive of set-up and clean-up time.** Resident(s)/Responsible Party agrees to leave the facilities used in the same condition and set-up as prior to event.

- i. Remove all garbage, place in dumpster and replace garbage liners.
- ii. Take down all party displays.
- iv. Return all furniture to original locations.

**Resident(s)/Responsible Party:**

**Arlington Ridge CDD**

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

## ADDITIONAL PROVISIONS

- 1) Reservations for Fairfax Hall, Movie Theater, Arts & Craft Room, Library, Computer Room, Cabana, can be made at the Administration Office. Reservations for the Chesapeake Bay Grill's Oak Room and Arlington Room can be made at the Restaurant and may be considered by management for outside of normal hours of operation. Reservations will be on a first come first serve basis. Authorized Resident Clubs may make reservations on a once weekly basis for up to twelve (12) months. Reservations must be made by at least one person who will act as the Responsible Party.
- 2) Reservations for all facilities include the use of the Facility, Tables, Chairs and Restrooms only. Use of other equipment will be based on availability and subject to additional fees.
- 3) In the event that catering services are desired for the Function, the Chesapeake Bay Grill shall be offered the chance to provide such catering services, which it may accept or deny in its sole discretion. Catering services provided by a vendor other than the Chesapeake Bay Grill may only be utilized in the event that the restaurant has first been provided an opportunity to provide the services, and has thereafter declined such opportunity. Catering service with the Chesapeake Bay Grill requires a separate agreement with the restaurant.
- 4) Reservations are available between the hours of 9:30 AM and 11:00 p.m., with the exception of New Years' Eve or if special arrangements have been approved by management. Reservations for the Cabana area will expire at dusk and include a non-exclusive right to use the Beach Entry, Lap Pools and Hot Tub. Reservation time frames are inclusive of set-up and break down times with the facility cleared of all attendees. The Function must be contained within the area reserved.
- 5) The volume of live or recorded music must not violate applicable Lake County and City of Leesburg noise ordinances, or unreasonably interfere with residents' enjoyment of their homes.
- 6) The Client/Responsible Party must be present at the function during the entire period of the rental.
- 7) No admission fees whatsoever shall be collected by any person unless it is part of an approved CDD event or activity, or otherwise approved by the CDD.
- 8) Client/Responsible Party shall be responsible for walls, furnishings, fixtures and equipment in the room in which the Function takes place and agrees that after the Function those items shall be in the same condition as prior to the Function (ordinary wear and tear accepted). Tacks or nails may not be used for decorations. In the event that there is any damage and/or loss to the walls, furnishings, fixtures or equipment resulting from, or related to the Function or its attendees, then the cost associated with the repair or replacement of the damaged items shall be the responsibility of and paid by the Client/Responsible Party.
- 9) Client/Responsible Party shall supervise and be responsible for the conduct and safety of all persons attending the Function. The CDD shall not be responsible for property, supplies or equipment brought by the Client or any person attending the Function. Client and persons attending the Function use CDD facilities at their own risk. The CDD reserves the right to retain a security guard or guards for the Function at Client's/Responsible Party's expense if the CDD, in its sole and unrestricted discretion, deems it desirable.
- 10) The CDD shall be excused from furnishing the services and items specified above when such failure is a result of, related to, or on account of government regulations, labor disputes, utility or material shortages or other circumstances beyond the CDD's control. In the event the CDD cannot furnish the services, accommodations, or items referenced above for any of the above reasons, it may, at its own discretion, refund all deposits, if any, to client in full satisfaction of its obligations hereunder, or in its discretion, may substitute other available services, accommodations, or items.
- 11) When alcohol is planned to be served/consumed or sold at a Function, the Client/Responsible Party may be required to procure Special Events insurance coverage, in the CDD's sole discretion, depending on the nature of the event, the number of attendees anticipated to attend the Function, and the number of non-residents planned to attend the Function.



4463 Arlington Ridge Blvd. Leesburg, FL 34748  
Phone: 352-728-2186

**FACILITY USE AGREEMENT (NON-RESIDENTS)**

Arlington Ridge CDD and the undersigned Client(s)/Responsible Party, hereby agree on the rental of our facility as specified herein, subject to the Additional Provisions on next page.

**Fairfax Hall:** Rate of Rental \$500 each Event (plus applicable sales tax); \* A Security Deposit of \$350 (refundable) is due 60 days prior to event as well as a non-refundable Clean-up Fee of \$150 (plus applicable sales tax).

CLIENT(S)/RESPONSIBLE PARTY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HOME PH #: \_\_\_\_\_ CELL PH #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

FUNCTION DAY & DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_  
The rental time is inclusive of set-up and clean-up time.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES: \_\_\_\_\_ To be confirmed seven (7) days prior to event.

ALCOHOL PLANNED TO BE SERVED/CONSUMED? \_\_\_\_\_ ALCOHOL PLANNED TO BE SOLD? \_\_\_\_\_

SECURITY DEPOSIT:      Date \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

RENTAL & CLEAN-UP FEE:      Date \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_  
(plus sales tax)

(Please note - we cannot accept credit or debit cards.)

The Client(s)/Responsible Party acknowledge that they have read and understand this Facilities Use Agreement including the Additional Provisions located on the reverse side, and that it correctly states their intentions.

**Client(s)/Responsible Party:**

**Arlington Ridge CDD**

\_\_\_\_\_  
Please Print Name and Date Signed

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\* 1) Security Deposit is refundable within 10 days of the event, assuming no damage occurred during the event; provided that Client/Responsible Party will be held fully liable for cost of any damage/cleaning in the event such costs exceed the deposit or fee amounts.  
2) Clean-Up Fees are not refundable and are intended to offset the District's cost of clean-up following the event.  
3) Rental and Additional Day Fees are only refundable if the reservation is cancelled not less than 60 days prior to the scheduled event.  
4) Rental and Additional Day Fees will be withheld by the District if the event is cancelled less than 60 days prior to the scheduled event.



## ADDITIONAL PROVISIONS

- 1) Reservations for rental of Fairfax Hall can be made at the Administrative Office, are on a first come first serve basis with reservations for non-resident functions subject to the current published rental rates. Reservations must be made by at least one person who will act as the Responsible Party.
- 2) Payment for the Function shall be made in no more than two (2) installments. If the Client/Responsible Party wishes to cancel their event, the cancellation must be communicated to the Administration Office no later than 60 days prior to the scheduled event to receive 100% of the Security Deposit and Rental Fee returned. If the event is canceled less than 60 days prior to the event, none of the Security Deposit or Rental Fee will be returned. If inclement weather causes postponement of an outdoor activity which is combined with the Function, or if the Facility is otherwise uninhabitable or unfit for its intended use, the deposit will be reapplied to a new date booked within six (6) months of the original Function Date and is fully refundable if the event is not able to be re-booked within six (6) months of the original Function Date. The Client/Responsible Party must pay the balance of the Rental Fee to the CDD prior to set-up of the event.
- 3) Rental for Fairfax Hall includes the use of the Facility, Tables, Chairs and Restrooms only. Use of other equipment will be based on availability and subject to additional fees.
- 4) In the event that catering services are desired for the Function, the Chesapeake Bay Grill shall be offered the chance to provide such catering services, which it may accept or deny in its sole discretion. Catering services provided by a vendor other than the Chesapeake Bay Grill may only be utilized in the event that the restaurant has first been provided an opportunity to provide the services, and has thereafter declined such opportunity. Catering service with the Chesapeake Bay Grill requires a separate agreement with the restaurant.
- 5) Reservations are available between the hours of 9:30 AM and 11:00 p.m., with the exception of New Years' Eve or if special arrangements have been approved by management. Function rooms are assigned according to the guaranteed minimum number of persons to be in attendance. Rental time frames are inclusive of set-up and break down times with the facility cleared of all attendees. The Function must be contained within the area reserved.
- 6) The volume of live or recorded music must not violate applicable Lake County and City of Leesburg noise ordinances, or unreasonably interfere with residents' enjoyment of their homes.
- 7) The Client/Responsible Party must be present at the function during the entire period of the rental.
- 8) With the exception of Service Animals, animals of any kind are prohibited within the Town Center Area, and all CDD facilities.
- 9) No admission fees whatsoever shall be collected by any person unless it is part of an approved CDD event or activity, or otherwise approved by the CDD.
- 10) All facilities are designated nonsmoking.
- 11) Client/Responsible Party shall be responsible for walls, furnishings, fixtures and equipment in the room in which the Function takes place and agrees that after the Function those items shall be in the same condition as prior to the Function (ordinary wear and tear accepted). Tacks or nails may not be used for decorations. In the event that there is any damage and/or loss to the walls, furnishings, fixtures or equipment resulting from, or related to the Function or its attendees, then the cost associated with the repair or replacement of the damaged items shall be the responsibility of and paid by the Client/Responsible Party.
- 12) Client/Responsible Party shall be fully responsible for all acts and omissions of Client and all persons attending the Function. Client/Responsible Party shall indemnify and hold harmless the CDD, its management, their respective agents and employees, from all claims, liabilities, damages, and losses arising out of or related to the use of CDD facilities by Client/Responsible Party or Function attendees. Client/Responsible Party shall supervise and be responsible for the conduct and safety of all persons attending the Function. The CDD shall not be responsible for property, supplies or equipment brought by the Client or any person attending the Function. Client and persons attending the Function use CDD facilities at their own risk. The CDD reserves the right to retain a security guard or guards for the Function at Client's/Responsible Party's expense if the CDD, in its sole and unrestricted discretion, deems it desirable.
- 13) The CDD shall be excused from furnishing the services and items specified above when such failure is a result of, related to, or on account of government regulations, labor disputes, utility or material shortages or other circumstances beyond the CDD's control. In the event the CDD cannot furnish the services, accommodations, or items referenced above for any of the above reasons, it may, at its own discretion, refund all deposits to client in full

satisfaction of its obligations hereunder, or in its discretion, may substitute other available services, accommodations, or items at prices ordinarily charged for the same but not in excess of the price agreed to herein.

14) When alcohol is planned to be served/consumed or sold at a Function, the Client/Responsible Party may be required to procure Special Events insurance coverage, in the CDD's sole discretion, depending on the nature of the event, the number of attendees anticipated to attend the Function, and the number of non-residents planned to attend the Function.

lcw/3-2016