

Cardinal Lake Civic Association

Clubhouse Rental Information

Please find here the Facilities Rental Agreement (“Rental Agreement”) concerning the use of the Cardinal Lake Civic Association Clubhouse (“Clubhouse”). Please retain this letter for contact information and return the agreement. The agreement must be completed, and;

If your event will occur within the next 30 days, the total rental fee and Security Deposit MUST BE ENCLOSED.

If your event is not within the next 30 days, fifty percent (50%) of the total rental fee and security deposit must follow within 30 days of your event.

Rentals are on a first-come first-served basis. Execution of the Facilities Rental Agreement by the “Member” and the Facility Administrator, along with the appropriate rental fee, security deposit checks, will lock in the rental date and time.

Rental fees are non-refundable. Cleaning fees are non-refundable. The security deposit will be refunded if the facility is returned in the same (or better) condition in which it was found. (See items 8 & 9 in the Facility Rental Agreement)

The rental fee is waived for Board approved neighborhood functions, including committee and Board meetings, but still must be reserved through the Facilities Coordinator.

Business or unusual uses of the Clubhouse MUST be approved by the Board of Directors of Cardinal Lake Civic Association.

Please contact the **Facilities Coordinator for additional information:**

Susan Jones Seeger- 404-784-6806

susanjonesseeger@comcast.net

Clubhouse areas included in the rental agreement consist of:

Main Hall- Holds up to 82 persons seated or standing. This hall is excellent for Weddings, Birthdays, Showers, and many other gatherings.

Kitchen-Large counter space, refrigerator, sink, dishwasher, and microwave.

There is no stove on the premises.

Restrooms are located in the Clubhouse, however they are shared through a separate entrance with CLCA members and their guests outside or at the pool.

Rental of the Clubhouse does not include use of the pool or lake. If you wish to use the pool or lake, please let the facilitator know and a charge of \$3.00 per person will be added to your rental agreement and the Board of Directors must be advised of this change in order to accommodate extra lifeguards or other necessities. The fee for additional lifeguards for your rental will be \$35.00 per lifeguard per hour (15 additional people) Our CLCA members have use of the facilities at all times.

Permanent Member Rental Rates

	Rental Rate	Add'l Hr	Cleaning Fee	Deposit
Mon 9am-Fri 5pm	\$75	\$25	\$50	\$200
Mon 8am-8pm (12hrs)	200	25	50	200
Friday 5pm-Sunday 10pm (12 hrs)	150	50	50	200
Lifeguard Fee (per 15 people)	\$35	35		

Volunteer or Sponsored Member Rental Rates

Mon-Fri	\$100	\$50	\$50	\$300
Mon 8 to 8	\$250	50	50	300
Fri-5pm-Sun	\$200	75	50	300
Fri-Sun (12hrs)	\$500	75	50	300