

Potomac-Westmoreland Shores Clubhouse – RENTAL CONTRACT
762 Shore Drive, Colonial Beach, Virginia 22443

SCHEDULING A RENTAL/DEPOSITS

1. Go to: pwsc.org and check the clubhouse calendar. See if the day you want is available.
2. Email PWSCC.Board@gmail.com.

Either Russell Glerum or Elaine Corales will contact you to arrange a time to have the deposit received. Once that is done, then we can officially hold your desired date. The new lock box entry/exit system will be explained at this time also.

3. A Key code will be given to the current renter the rental day and after full payment is received. The lock can be set to easy access so people can enter without using the code.
4. Supplies: Cleaning supplies are in the kitchen and Swiffer mops et al are in kitchen closet.

Please follow the rental rules and complete the checklist for cleanup/checkout. If all is in order after your event, your deposit will be returned within fifteen (15) of the completion of your event. If not, charges will be assessed and remaining deposit monies, if any, will be returned.

Rental Fees	Amount	Selected
Refundable Deposit	\$200	_____
Full Day - Member	\$150	_____
Full Day - Nonmember	\$300	_____
Day Prior* - Member	\$100	_____
Day Prior*-Nonmember	\$150	_____
Day After** - Member	\$50	_____
Day After**- Nonmember	\$75	_____

*Day prior starts at 2PM &

**Day After ends at 11AM if the facility is not otherwise rented.

Renter agrees to hold the Corporation harmless for any personal injuries that the renter or their guests may incur during the term of rental. Renter understands that any items not checked off the attached checklist may cause the deposit to be forfeited. Renter is solely responsible for alcohol usage and **MUST** prohibit underage drinking.

Potomac-Westmoreland Shores Clubhouse – RENTAL CONTRACT
762 Shore Drive, Colonial Beach, Virginia 22443

PENALTIES	Amount	Assessed after Rental
Damaged walls/surfaces	\$200	_____
Missing items	\$200	_____
Tables/chairs not cleaned Or put back as found	\$ 75	_____
 Clean Clubhouse	 \$200	 _____
<p>This includes Counters/sinks/ toilet/floors swept and mopped/dishes and bathroom / trash cans emptied, bags replaced, and trash removed from facility.</p>		

RENTAL AGREEMENT / RULES – I agree to the following terms and conditions:

1. Renter lives within the Potomac-Westmoreland Shores area: Rentals to those who do not live in the Potomac-Westmoreland Shores area cannot use the clubhouse. You cannot rent the clubhouse for someone who does not live in the community.
2. Deposit is required to reserve a date. **Reservations cancelled fewer than fifteen (15) days prior to your event will forfeit the rental deposit.**
3. No decorations/banners/pins/tape on wall surfaces. Affix banners et al on the ceiling grid with hangers.
4. **Checking Out: SEND AN EMAIL TO PWSCC.Board@gmail.com OR CALL POINT OF CONTACT PERSON: You will be met at clubhouse, clubhouse checked and deposit returned if all requirements are met.**
5. Ensure ALL DOORS ARE CLOSED and LOCKED; WINDOWS DOWN and locked.
6. Return thermostat to temperature stated on the instruction on the wall by the thermostat.

Potomac-Westmoreland Shores Clubhouse – RENTAL CONTRACT
762 Shore Drive, Colonial Beach, Virginia 22443

7. Date of Rental: _____

NAME (Print) _____ Signature _____ Date Signed _____

Address: _____

PHONE: _____ Email: _____

PWSCC Reviewed and Agreed To/Scheduled By: _____ on _____.

Online calendar has been updated. _____ Deposit Received on: _____.

Rental fees received on: _____ Amount of Rental Fee Received: _____.

Clubhouse inspected on: _____ by _____.

PWSCC Rental Cleanup/Checkout Check List

After your rental has concluded, **CALL POINT OF CONTACT PERSON. You will be met at clubhouse, clubhouse checked and deposit returned if all requirements are met. PICTURES WILL BE TAKEN BEFORE AND AFTER RENTAL TO SUPPORT ANY PENALTIES.**

BUILDING CLEANUP

Renter Initials	Action	PWSCC Reviewer
	Clubhouse cleaned per rules and contract	
	Tables/chairs wiped off and placed back as found	
	No ice left in the refrigerator or freezer	
	Refrigerator is cleaned out and wiped out (nothing left behind)	
	All windows are closed and locked	
	All doors are closed and locked	
	All decorations have been removed	
	All PWSCC items used for cleanup are put away in kitchen closet	
	Floors are cleaned with Wet Swiffer	

Potomac-Westmoreland Shores Clubhouse – RENTAL CONTRACT
762 Shore Drive, Colonial Beach, Virginia 22443

CHECKOUT

Renter Initials	Action	PWSCC Reviewer
	Remove all trash from grounds/building/bathrooms & deck; Put new bags in cans DO NOT LEAVE TRASH CANS OUTSIDE CLUBHOUSE.	
	Cigarette cans outside clubhouse are emptied	
	Call rental point of contact to meet you and check the clubhouse	
	Ensure this checklist IS SIGNED!	
	Ensure all lights are turned off	
	Securely close and lock all doors and windows	

We hope you enjoyed your event and thank you for choosing the PWSCC Community Center

PLEASE SIGN: As the Renter for the PWSCC Clubhouse, I have performed the necessary cleanup and checkout as per required.

Date of Rental: _____

Deposit returned to: _____

Name

Signature

Phone

INSPECTED BY: _____

Date:

Findings: _____
