

Legacy Courtyard Condominium Association

c/o Epic Association Management
8712 Spanish Ridge Ave., Las Vegas, NV 89148
702.767.9993 phone/text
admin@epicamlv.com

Date: _____

Requested Date of Rental: _____

Re: Rental of Legacy Courtyard Clubhouse

Dear Homeowner:

This letter is to inform you of the procedures to rent the Clubhouse. Please note and abide by the following in order to ensure your rental date request:

1. A check or money order in the amount of \$50 will be required to be delivered by hand or mail to the office of Epic Association Management and must arrive in the office at least seven (7) days prior to the requested date of rental noted above or the rental will be cancelled. This check or money order will be cashed as it is the rental fee that has been approved to go into effect January 1, 2018. (make check payable to Legacy Courtyard)
2. A “deposit” check or money order in the amount of \$200 for security/cleaning will be required to be delivered by hand or mail to the office of Epic Association Management and must arrive in the office at least seven (7) days prior to the requested date of rental noted above or the rental will be cancelled. This check or money order will not be cashed but will be held until after the event. Once the clubhouse has been inspected by a member of the board or management. If the clubhouse is left clean the entire check will be returned to you by mail unless otherwise requested. If there are damages or the clubhouse is not left clean the check or money order will be cashed and funds will be used to clean or repair as needed. If there are any funds leftover from the deposit they will be mailed back to you within thirty business days. (make check payable to Legacy Courtyard)
3. You will be required to complete the enclosed Clubhouse Rental Application and return it to Epic Association Management at least two weeks prior to your requested date of rental. You may email the form to admin@epicamlv.com or take a picture of the form and text it to 702.767.9993. If the form is not received at least two weeks prior to the request rental date the reservation will not be accepted.
4. Management will contact you to confirm your reservation date and provide you of the date when you may pick up key for the bottom lock. Keys will be left in a lock box on the side of the clubhouse and may be picked up no earlier than 24 hours prior to your reservation date in order to allow for decorating time. A code to the lock box will be provided at least 24 hours in advance. Keys must be returned to the lock box immediately following the event. The code provided is a one-time code and should not be shared with others to prevent you from being responsible for damages incurred before or after your event. The lock box code will be changed within 24 hours of your event so please ensure the key is placed back in the lock box accordingly. Lost or stolen keys will require the forfeit of the entire security deposit and should the bill to rekey the lock exceed the \$200 deposit the homeowner will be billed for the remaining amount.

If you have any questions, please contact Epic Association Management

Sincerely,

Board of Directors

LEGACY COURTYARD CONDOMINIUM ASSOCIATION CLUBHOUSE RENTAL APPLICATION

Name _____
Address _____
Home phone _____ Work phone _____ E-mail _____
Requested date _____ Start time _____ End time _____
Type of event _____ No. of guests _____
Require use of kitchen facility: Yes _____ No _____ Event will be catered? Yes _____ No _____
Name of caterer _____ Phone no. _____
Will there be entertainment of any kind at this event? Yes _____ No _____
If yes, what is the nature of the entertainment? _____
Are you using any portion of the park area? Yes _____ No _____

Rules and Regulations

1. Applicant agrees and understands that the above reservation is for the Clubhouse party room.
2. The Clubhouse may not be reserved for profit, political or other organized groups, clubs, etc.
3. Pool, spa, deck area and exercise room are excluded and should not be used by party members. Owners and their guests may not be excluded from the use of the pool and spa areas due to a party in the clubhouse and/or park area.
4. Advance notice of not less than two (2) weeks must be mailed to Legacy Courtyard Condominium Association, c/o Epic Association Management, 8712 Spanish Ridge Ave, Las Vegas, NV 89148, or emailed to admin@epicamlv.com.
5. \$200 cleaning/security deposit is required. The following are to be done when leaving
 - a. The Clubhouse and surrounding grounds, parking areas, etc. are to be cleaned with any and all trash removed
 - b. Debris has been deposited in the proper containers. Trash cannot be placed in the recycle containers or a portion of the deposit will not be returned.
 - c. Ensure there is no damage to any furniture or fixtures.
 - d. The Clubhouse is found in the same condition as it was prior to the event.
6. An inspection of the Clubhouse will be conducted prior to the event and 24 hours after the event to ensure the following:
 - a. No damage has been incurred to the Clubhouse and/or its contents.
 - b. The Clubhouse is clean and has been returned it to its condition prior to the event.
 - c. The Clubhouse key has been returned as required.
 - d. There were no violations of any of the conditions herein for the use of the Clubhouse.
7. **Homeowner's association dues must be current in order to rent the clubhouse.**
8. Tenants must have written approval from their homeowner to rent the Clubhouse and it must be submitted with this completed form. Homeowner is responsible for the conduct of all guests and contracted personnel.
9. Offensive behavior and loud noise (including loud music) are prohibited throughout the time of the rental.
10. Homeowner and Tenant must sign the Hold Harmless Agreement below.
11. If the service of any outside contractor is used, i.e. a caterer, a certification of insurance showing adequate workers' compensation shall be provided to the management company at least one week prior to the function.
12. Any damage to the building, furniture, fixtures or surrounding grounds will be the responsibility of the applicant and/or their owner. Payment for damages in excess of the deposit will be paid to the Association by the applicant and will be automatically charged to the homeowners account. Since the homeowner is ultimately responsible for their tenant the owner will have to collect payment from the tenant.
13. Clubhouse Renter is responsible to walk and notate any damage prior to the event and text the pictures to 702.767.9993 for future reference. The pictures MUST be texted prior to the start of the event. Clubhouse condition form will be provided 24 hours prior to rental with the lockbox code. The form should be left in the kitchen area of the Clubhouse.
14. No pets are allowed in the Clubhouse unless required with the proper ADA licensing.
15. Smoking is not allowed within the Clubhouse and persons wishing to smoke must be at least 5 feet from the exterior of the Clubhouse.
16. Due to Clark County and City of Henderson fire regulations, the maximum occupancy of the Clubhouse is 65.
17. All guests, invitees, etc., must vacate the Clubhouse by 11:00pm. Renters of the Clubhouse may come back the following day to clean up but all cleaning must be completed no later than 10:00am the day following the event. A \$25 per hour fee will charged against your deposit, should the Clubhouse keys not be returned to the lockbox by 10:00am the day after the event.
18. Hours of rental use are from 10:00am to 11:00pm for each date of rental use.
19. Children's jump/play structures are not allowed due to insurance issues.
20. Homeowner and/or Tenant acknowledge that the Clubhouse and Pool area are under video surveillance.

21. There will be no exceptions made to these rules so please do not ask for special permission under any circumstances.

HOLD HARMLESS AGREEMENT

I acknowledge and agree, on behalf of myself, my family, and guests to save and indemnify and hold the Association, its agents and assigns, harmless from all losses, liability, damages and expenses, including attorneys' fees, resulting from any injury or damage in any way associated with the use of the Clubhouse facility. I accept the liability for damage to any property or injury caused to any person while attending the event. If alcohol is consumed, all state and federal regulations will be observed.

Please sign on the line below based on your occupancy of the home as an owner of tenant. If you are signing as the tenant, the second portion of this page will need to be completed by the Homeowner or Property Manager.

Date _____ Signature _____ Print _____
Homeowner

Date _____ Signature _____ Print _____
Tenant

Homeowner/Property Manager Disclaimer and Agreement to Allow Tenant to Rent Clubhouse

I, _____, am the Homeowner/Property Manager of _____ Ramsgate Drive which is located in the Legacy Courtyard Condominium Association. I am aware that my Tenant(s), _____, are renting the clubhouse for an event and approve their use of the clubhouse. I understand that if they damage any portion of the clubhouse I am ultimately responsible for the cost to repair the damages. Any charges incurred for repairs will be added to my assessment account at which time I will take action to recoup the damages amount from my Tenant(s) directly. If I do not pay the fees associated with the damages, I further understand that collection efforts can and will be upheld in accordance with the collection policy of the association.

Date _____ Signature _____ Print _____
Homeowner/Property Manager

Phone Number _____ Email _____

THIS FORM MUST BE COMPLETED AND LEFT ON THE COUNTER PRIOR TO RETURNING THE KEYS

Legacy Courtyard Condominium Associations
Clubhouse Condition Form

Address of Renter _____ Date of Event _____

Key Pick Up Date & Time _____ Lock Box Code* _____

Key MUST be returned by 10am _____

If ANY of the following items have noticeable damage upon your arrival please text 702-767-9993 with a picture of the damage and mark this form appropriately. It is your responsibility to notify management of any pre-existing damage upon your arrival.

Items	Quantity	Pre-Event Condition	Post-Event Condition
Bernhardt Arm Chairs @ \$1,193.00 each	5		
Bernhardt Sofa @ \$2,477	2		
Bernhardt Ottomans @ \$402.00	3		
Bar Stools, plum @ \$450.00	2		
Coffee Table @ \$ 750.00	2		
Side Table @ \$660.00	2		
Sofa Table @ \$750.00	1		
Dinning Set w/ 4 Chairs @ \$1,825.00	1		
Floral Arrangements @ Various Prices	6		
Lighting Fixtures @ Various Prices	8		
Art Work @ Various Prices	8		
Refrigerator @ \$1500.00	1		
Range @ \$800.00	1		
Microwave @ \$350.00	1		

All access points to the Clubhouse MUST be secured before leaving the clubhouse unattended or before returning the key to the lock box. Any damage caused as a result of the clubhouse not being secured will be charged against the homeowners account.

____ Pool Access Doors Locked ____ Hallway Access Doors

____ All Windows Locked ____ Lights Turned Off in Clubhouse

____ Clubhouse Entry Door Locked (just the bottom lock)

KEYS ARE TO BE RETURNED TO THE LOCK BOX BY 10AM THE DAY FOLLOWING THE EVENT. THERE WILL BE A CHARGE OF \$25 PER HOUR AFTER THE KEY RETURN DATE LISTED ABOVE.

**THE LOCK BOX IS LOCATED ON THE FENCE TO THE RIGHT OF THE CLUBHOUSE*

IN CASE OF IMMEDIATE BUILDING ISSUES, CALL/TEXT
702-767-9993 OR 702-462-4087