



# Lake Arrowhead

C O M M U N I T Y , I N C .

## Tom Sotir Hall Rental Request Form and Authorization

A \$25.00 per day user fee is required for Tom Sotir Hall reservations. A security Deposit of \$100.00 is required for all events and will be returned after the event, provided the room is left clean and no damages have occurred. If paid by check, we request two separate checks – one for the usage fee and one for the security deposit.

Today's Date: \_\_\_\_\_ Name of Member/Renter: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Lot # \_\_\_\_\_

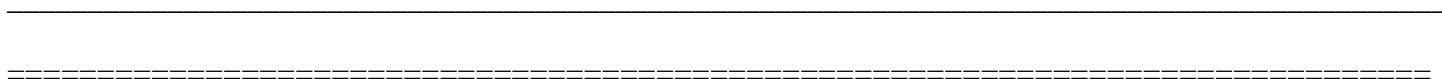
Property Address: \_\_\_\_\_ Town \_\_\_\_\_

Telephone # \_\_\_\_\_ Alternate # \_\_\_\_\_

Date of Function: \_\_\_\_\_

Time (room needed): From: \_\_\_\_\_ to \_\_\_\_\_ Number of People Expected: \_\_\_\_\_

Description of Function: \_\_\_\_\_



### Tom Sotir Hall Rental Use Policy

**\*\*As per order of the Waterboro Fire Marshall room capacity is limited to 75 people.\*\***

Lake Arrowhead Community, Inc. clubhouses are for the use of all members in good standing and cannot be used exclusively for any one group or activity. All members are allowed to use the facilities and may request permission for the use of a portion of a clubhouse for a private function **(Clubhouse amenities are available to guests of the function but may not be used exclusively and will remain available to LAC members).**

#### ***Rules for Tom Sotir Hall:***

1. Requests will be processed on a first come first serve basis.
2. Should the number of guests at the event exceed fifty (50) the presence of a designated security monitor is required.
3. The event must not interfere with operation of the clubhouse outside the designated area of the function and cannot be of an inappropriate nature or character to which children would be exposed (adult entertainment, etc.).
4. Tables and chairs are available for use at the event. After the event, tables and chairs must be placed on their appropriate carts or storage area.
5. Alcohol is allowed in Tom Sotir Hall only and may not be in any other part of the building or premises.

6. The kitchen facilities are available for the event but any and all supplies are to be provided by the requester. Trash must be emptied and placed in the trash area.
7. The room is to be left in the same condition in which it was found before the function and/or any decorating. This includes sweeping of the floors, washing down tables and chairs, and the kitchen facilities, if used.
8. If the hours requested are outside the normal operating hours of the clubhouse, the cost of providing a clubhouse attendant will be the responsibility of the requester. Clubhouse attendants will be scheduled by the LAC Office, but will not be required to work these special hours. The cost will be \$20 per hour for any hours over the normally scheduled club hours. Decorating, preparation, cleanup, etc., must be completed within the hours scheduled for the function. Any additional time will be deducted from the security deposit.
9. Tape, tacks, and any other adhesive material are not allowed. If you wish to attach decorations to the walls, you must use 3M brand removable adhesive. The area under the soffits for the lights may be used to attach decorations. The costs for removal of any adhesive materials will be deducted from the security deposit.
10. The cost of cleaning, unauthorized supply usage, damage, etc., will be deducted from the security deposit.
- 11. Requests from members will imply acceptance of responsibility for all liability resulting from activities related to their event, guests, and/or damage to the property of Lake Arrowhead Community, Inc.**

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 Deposit return to be [  ] Picked up or [  ] Destroyed/Shredded (if Check)

Signature of Requester: \_\_\_\_\_ Date: \_\_\_\_\_  
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**For Office Use:**

Account Current: Yes [  ] No [  ] Deposit # \_\_\_\_\_ User's Fee # \_\_\_\_\_

Date Received: \_\_\_\_\_ Approval: [  ] Rejected: [  ]

Comments or Conditions of Approval: \_\_\_\_\_

Deposit Check Returned on \_\_\_\_\_ by \_\_\_\_\_