



**Community Center Rental and Use Agreement**  
**264 W. Lockhart Ln. Meridian, ID 83646**

Please use a separate form for each day that is being reserved. *THE CADENCE COMMUNITY CENTER ("Center") IS NOT AVAILABLE FOR USE BY OUTSIDE ORGANIZATIONS OR NON-RESIDENTS OF CADENCE.* Therefore, Cadence does hereby license and authorize the Resident to have temporary use of the portion of the premises described above subject to Resident's compliance with the following conditions:

1. **Fee & Deposit:** A **\$35.00** non-refundable fee shall be paid to the **Cadence Owners Association Inc., ("HOA")** by the Resident via check or credit/debit card for the reservation of a single lounge room per time slot. If reserving the gathering hall and both lounge rooms a **\$100** non-refundable reservation fee will be required for a single time slot, and **\$150** non-refundable reservation fee for both time slots. A **\$100.00** refundable cleaning and damage deposit paid via check or credit/debit card shall be provided at the time of reservation, and will only be used in the event that damages occur or cleaning is necessary after the event. **If the fees are paid with a credit/debit card, there is a convenience fee of 3.5%, with a \$3.50 minimum that will be added to the charges.** The non-refundable fee will be deposited into the operating account and will be used for repairs due to normal wear and tear to the building. Reservations cancelled at least 72 hours prior to the event will not be charged.
2. The pool, tech center, and gym rooms may not be privately reserved and will be available for use by Residents as normal. Signs are available in the storage closet to put out so Residents know you have an area reserved. Please coordinate with management to get these at least 72 hours prior to your event.
3. The Resident and all guests shall vacate the Center prior to the end of their rental time. Please plan for sufficient time to clean the Center following your event, so that you still vacate on time.
4. The maximum lead-time for reservations is 6 months.
5. Occupancy load: 26 for each lounge, 112 for gathering hall, and 240 for entire facility.
6. The Center has 32 folding chairs and 6 four-foot round tables that are available for use during reservations. Residents must make arrangements during business hours with management for access to these items at least 72 hours prior to the reservation.
7. The Center may be reserved and used for **non-profit social gatherings only**.
8. Reservations are made on a first-come, first-serve basis. Dates will not be held until the completed form has been received with payment. Confirmed reservations will be posted on the online calendar.
9. Reservations are taken around currently scheduled community or club events, leaving some days or times unavailable.
10. The Resident **MUST** be in good standing with the HOA with no outstanding charges or CC&R violations.
11. Pets are not permitted, unless they are required for assistance.
12. No nails or tape of any kind is to be used on the walls or windows of the Center. Please limit decorations to table tops.
13. No overnight parking is allowed in the parking stalls or on the private streets near the Center. Violators are subject to having vehicles towed at the owner's expense.
14. Resident shall be solely responsible for cleaning the Center following use, which responsibility shall include removal of all Resident's property from the Center and surrounding premises and proper disposal of all trash, refuse, and debris.

15. Tables, chairs, counter, warming drawers and refrigerator must be washed and wiped clean, the Center must be vacuumed and other floor coverings must be left in a clean condition, which includes mopping. Basic cleaning supplies and equipment are provided onsite.
16. Resident must clean the Center to the satisfaction of the HOA in order to receive a full refund for the cleaning and damage deposit. Resident understands and accepts that the HOA may keep and apply such portion of the deposit as may be necessary to adequately clean and repair the Center and premises, and accepts responsibility for all cleaning and repair costs including any costs that may exceed the cleaning and damage deposit amount.
17. No furnishings should be removed from the Center at any time, including the porch or patio area. All furnishings must be returned to their proper arrangement after use of the Center. Please do not push furniture around the hardwood floors. Furniture should be lifted when moved.
18. Resident agrees to turn off all appliances and light fixtures and make sure Center is locked after use.
19. Resident agrees to be present at all times while guests and other non-residents are present at the Center. Under no circumstances will a Resident grant access to the Center or premises to a non-resident without being present during the entire reservation period.
20. Resident agrees to hold the Cadence Owners Association harmless from all claims, liability or responsibility for injury or property damage that may occur while this Agreement is in effect.
21. Resident accepts responsibility to ensure that all guests and other users of the Center and premises follow all rules and requirements of Cadence.
- 22. Deviation of these conditions will result in the immediate forfeiture of your right to use the Center.**

Name \_\_\_\_\_ Event Date: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Nature of function: \_\_\_\_\_

Room(s) Reserved:     East Lounge                       West Lounge  
                                   Gathering Hall (only available with both lounges)

Reservation Time:     9:30am – 3:30pm                       4:00pm – 10:00pm

***The completed form and required checks may be delivered or mailed to Cadence Owners Association Inc. located at 2929 W. Navigator Dr., Suite 400, Meridian, ID 83642. For questions, call: 208.378.4000.***

As a Resident of Cadence, I have read the above Rental and Use Agreement and fully accept all of its terms and conditions. I understand that I take full responsibility for all guests and other users of the Center and premises and will comply with the terms of this Agreement. I understand that should I or a guest of my event fail to abide by the above rules, my privileges shall be revoked.

Resident Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name as Shown on Card \_\_\_\_\_ CVC (3 #'s on back) \_\_\_\_\_

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 Received By \_\_\_\_\_ Date \_\_\_\_\_