



## **Lodge Rental Policy**

**PURPOSE-** Provide a single point reference for all Lake Waynoka Lodge rental guidelines.

**SCOPE-** These guidelines apply to the following Lake Waynoka Lodge that are available for private use and rental. These guidelines have been reviewed and approved by the Waynoka Property Owners Association (WPOA) Board of Trustees and can only be modified by that Board.

### **RENTAL POLICY FOR THE LODGE:**

- 1.) The Lake Waynoka General Manager must approve all events, nothing controversial or that could potentially cause damage.
- 2.) Any questionable usage must be approved by the WPOA Board of Trustees.
- 3.) This facility may be scheduled for use by property owners in good standing for private functions with a *minimum 2 weeks prior* notice.
- 4.) Full Payment must be made at least 7 days before the event.
- 5.) Notifications will be posted on pending rentals prior to the event with announcing the date and hours that the main room in the Lodge will be unavailable.

### **PROCEDURE FOR RESERVING THE LODGE:**

- 1.) The property owner must fill out the rental request form at the Administration Office along with full amount of payment. We accept credit card, check and cash.
- 2.) Approved event uses are, but not limited to:
  - Meetings    - Anniversaries    - Dances    - Reunions    - Birthdays
  - Showers    - Weddings    - Receptions    - Memorial    - Graduation

### **RENTAL FEE:**

- 1.) A **\$100 deposit** and **\$50 per hour** payment from start of event. This means from setup/decorating to taking down decorations and clean up. The **\$100 deposit** is refundable after acceptable cleanup.
- 2.) Rental is *free* for all Lake Waynoka recognized clubs.

### **CANCELLATION POLICY:**

- 1.) Cancellations must be made **24 hours** before rental event or you will lose \$100.00
- 2.) If for any reason WPOA cancels your event, the deposit will be refunded.



## **RULES FOR THE LODGE RENTAL:**

- 1.) Rental is for the main room inside the Lodge **ONLY**. Not outside of the Lodge
- 2.) Maximum Occupancy for the Lodge Main Forum is 180.
- 3.) The Restaurant in the Lodge will remain open and must maintain access to the bathrooms.
- 4.) Food and non-alcohol drinks may be brought into the Lodge but not prepared on site.
- 5.) No alcohol or alcoholic beverages can be sold for cash or donation.
- 6.) All set-up, take-down, clean-up for the event is done by the property owner.
- 7.) The property owner is responsible for clean-up of the facility and for any damages. Management must inspect the area prior to any deposit being returned. Cleaning items are located in the lodge storage room for your event.
- 8.) Any tables or chairs belonging to the WPOA that are used, must be cleaned and returned to the proper storage area. To gain access to the storage area, you must present your membership card at the Recreation Center. They will exchange your membership card for the key, and it must be returned after you've accessed the storage area.
- 9.) Decorations may not cause any damage and must be removed at the end of the rental.
- 10.) Please dispose of trash, Rumpke garbage cans are located under the portico, near the newspaper stand outside of the Lodge. Please do not throw garbage away in the restaurant dumpster.
- 11.) If WPOA employees are required to clean up after your event, the property owner will lose their **\$100.00 deposit**, and will be responsible for a **\$25 per labor hour** charge.
- 12.) Property owners must call in guest passes for their guests at **Security: 937-446-3214**.
- 13.) When using the fireplace, please make sure the damper is open. When bringing in wood, make sure after burning wood that the fire is completely out, when possible clean up the ashes and wood before leaving or come back the day after to clean up ashes and wood.

## **WHAT'S INCLUDED:**

- Tables (8 ft. rectangle) - Chairs - Projector Screen -Stage Area -Flat Screen TV/Cable
- Large Fireplace - Dance Floor - Disco Ball -Water Drinking Fountain
- Clean-Up Cart: (broom/dustpan, mop and bucket, large garbage can with extra bags, paper towels and cleaner.) - WIFI Password is restaurant -Wheelchair Accessible.



## Lodge Rental Agreement Form

Property Owner: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_

Event Contact Phone Number: \_\_\_\_\_

Mailing Address (Refund): Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Time Start: \_\_\_\_\_ Time End: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

By signing below, I have received and understand the rental policy and the rental agreement form.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### OFFICE USE ONLY

Deposit: \$100.00 \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_ Credit: \_\_\_\_\_

WPOA Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Hours \_\_\_\_\_ @ \$50.00 per hour Check #: \_\_\_\_\_ Cash: \_\_\_\_\_ Credit: \_\_\_\_\_

WPOA Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Total Payment: \_\_\_\_\_

Clean-up Completed:  Yes,  No Employee Signature: \_\_\_\_\_

Refund Deposit: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager Signature: \_\_\_\_\_