



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/RESERVE FOR THE LODGE:

- 1.) The Lake Waynoka General Manager must approve all events, nothing controversial or that could potentially cause damage.
- 2.) This facility may be scheduled for use by property owners in good standing for private functions with a *minimum 2 weeks prior* notice.
- 3.) Any questionable usage must be approved by the WPOA Board of Trustees.
- 4.) 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.

**** If you have any questions or problems about your rental, please contact Events Director, Gina Dash 937-515-3106 or Email: events@lakewaynoka.com***

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.) Decorations may not cause any damage and must be removed at the end of the rental. Please dispose of trash, in the brown dumpster that is located next to the green recycling bin or if full, please dispose of garbage at the lounge dumpster. Please do not throw garbage away in the restaurant dumpster. Thank you.
- 8.) 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.
- 9.) 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.
- 10.) Property owners must call in guest passes for their guests at **Security: 937-446-3214**.
- 11.) Any tables or chairs belonging to the WPOA that are used must be cleaned and returned to the proper storage area. In order to have 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.
- 12.) 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, swiffer wet Jet, 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 Lodge rental policy and the rental agreement form.

Property Owner Signature: _____ Date: _____

OFFICE USE ONLY

Deposit Lodge: \$100.00 _____ Hours _____ @ \$50.00 per hour

Total Payment: _____ **Check #:** _____ **Cash:** _____ **Credit:** _____

WPOA Employee: _____ Date: _____

Clean-up Completed: Yes No Employee Signature: _____

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

General Manager Signature: _____