



Clubhouse Rental Procedure and Application

The clubhouse is available for rental to active members, and they must stay with their party at all times. The clubhouse is non-smoking. The pavilion attached to the clubhouse does not go with the clubhouse rental.

The following charges will prevail in all cases:

Basic rental fee \$225.00 and a refundable security deposit \$100.00 (you will lose the deposit if you cancel within 30 days of the rental date)

The \$100.00 refundable security deposit is required to cover minor damages to equipment and buildings and to ensure that cleanup, as described below, is performed. The deposit does not limit liability to the renter in cases of damage exceeding \$100.00.

When you pay the rental fee, the office will give you the key for the door. Starting hours are flexible; check with the office. However, music is limited to no later than midnight. One hour will be allowed for cleanup and the clubhouse must be cleared by 1:00 am. Cleanup must be performed immediately following the party unless prior arrangements have been made. No exceptions to the 12:00am curfew will be granted without Board approval.

Cleanup responsibilities:

All decorations must be removed and the floor swept. Mopping is only required in case of spills, wetness, etc. Counters must be wiped clean. All papers, cans and bottles must be placed in trash containers and ashtrays must be emptied. Plastic bags must be used in kitchen trash cans and the bags must be closed securely and placed in trash dumpsters in the parking lot. The setup of tables, chairs, etc. must be done by the renter. It may be possible to set up the previous night by arrangement if the clubhouse is not in use at that time. Please check with the office one week in advance if you wish to make such an arrangement. Mops, brooms, and some cleaning supplies are located in the closet next to the men's restroom.

The Association will provide a clean clubhouse. You have the right to inspect and comment on the way you found it. Please remember that this is your clubhouse; take care of it and leave it in the best condition possible.

At teenager or children's parties there must be at least one responsible adult present for every ten (10) guests. There will be no alcoholic beverages served at either teenage or children's parties.

The security deposit is required at the time this application is submitted. Until it is received there will be no guarantee that your date will be reserved. The deposit will be refunded in full if no damage is done and if cleanup is performed satisfactorily.

Clubhouse Rentals and RRA Clubs Information

1. Do not use circuit breakers to control electrical power, use the wall switches.
2. Air conditioning temp is set at two wall controls. They can also be turned on or off via the power switch on each unit.
3. If kitchen is too warm or fumes exist, the exhaust fan switch is under the breaker box.
4. If you adjust the heat or air conditioning, please reverse the process afterwards.
5. Sweep the floors.
6. Clean off counters
7. Wipe up large spills
8. Clean out kitchen sink
9. Do not throw trash in fireplace
10. Take trash to parking lot dumpster
11. Return tables and chairs to storage sites

Important Telephone numbers:

RomeRock Association Office:	440-563-3170
Roaming Shores Village Police:	440-563-3135
R.S.V. Police Dispatch:	440-992-7174