

**GEORGETOWN COMMUNITY SERVICES ASSOCIATION**

**1234 King George Blvd. Savannah, Georgia 31419**

Phone: (912) 925-2861 Fax: (912) 927-3038

**RENTAL CONTRACT**

**REQUEST FOR USE OF GEORGETOWN CSA CLUBHOUSE**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (work): \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

CSA Residents ONLY                      Event Description: \_\_\_\_\_

ESTIMATED # OF PEOPLE ATTENDING: \_\_\_\_\_

OUTDOOR COOKING OR GRILLING REQUESTED?                      YES                      NO

Rental Fee     \$ \_\_\_\_\_                      Check/Receipt #: \_\_\_\_\_

Deposit:         \$ \_\_\_\_\_                      Check/Receipt #: \_\_\_\_\_

Security Guards: \$ \_\_\_\_\_                      Check/Receipt #: \_\_\_\_\_

Total             \$ \_\_\_\_\_

SIGNATURE: _____	DATE: _____
CSA SIGNATURE: _____	DATE: _____

**In case of emergency contact:**  
**Thomas Moody 912-220-8045**  
Revised July 2022

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## CLUBHOUSE RENTAL INFORMATION

The clubhouse is available for rental through the Georgetown Community Services Association (GCSA). The clubhouse is available to CSA residents only on a first come first serve basis. Clubhouse rentals are for the “**Clubhouse Only**” and this **DOESN’T include the POOL or POOL AREA!**

- **The CLUBHOUSE:** Seats up to 144 people and has a dance floor and a full kitchen with a stove, refrigerator, and microwave. Tables and chairs are available, but we do not guarantee the amount available. Maximum occupancy is 150.

### FEES

- **Residents:** (8:00 a.m.-10:00 p.m.) \$100.00
- **Security Guards:** Security guards are required for all rentals having a total number of participants/attendees of 50 or more. Cost is \$50.00 per hour with minimum 4 hours for Saturday rentals; \$60.00 per hour with minimum 4 hours for Sunday rentals. These security guards are required to be present for the entire duration of the requested rental period, including set-up and clean up.
- **Security Deposit:** \$400.00
- **All fees and deposits are required before the event will be scheduled.** All fees and security deposits will be deposited immediately. Any renter who assumes the responsibility of the clubhouse for a function must be in attendance for the duration of the event. If damage to the clubhouse occurs during an event, the security deposit will be used to make repairs, or if a violation of the contract occurs, deposit may be forfeited. If no damage or violation has occurred, CSA will mail a refund of the deposit to the booking party within ten working days.
- If you wish to rent the clubhouse, your amenities must be current at the time of scheduling and must remain current through the contract date. If not kept current, the rental will be cancelled and the rental fee will be used to cure the amenity arrearage, with the balance being returned. Keep in mind that you may only rent the clubhouse one time (one day) per quarter.
- Rentals are available on Saturday from 8:00 a.m. to 10:00 p.m. and Sunday from 8:00 a.m. to 10:00p.m.

\_\_\_\_\_ Initial

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## SCHEDULING

- The booking member must schedule rentals in person at the GCSA office. Full payment of fees and deposit for the reservation is expected at the time the contract is filled out. Payment will only be accepted from the booking member. Office hours are 8:00 a.m. – 4:00 p.m., Monday through Friday. All functions must be booked, fees paid, and Release of Liability form signed at least 10 working days in advance of the event. If the booking party requires parking for more than 45 vehicles, additional vehicles must park along Red Fox Drive (behind the Southside Clubhouse and Pool). If the booking party requests that changes be made after signing the contract, the request will be considered if it is put in written form. If the written request is approved, it will become an addendum to this contract. \_\_\_\_\_ Initial
- **CANCELLATION:** A written notice of cancellation must be received in the GCSA office no later than ten (10) working days prior to your event. If proper notification is received by the GCSA, your entire deposit, and rental fee will be refunded to you via US Mail within ten working days of the notification. If proper notice is not received within the specified time, only the security deposit will be refunded. \_\_\_\_\_ Initial
- **ACCEPTANCE:** The booking member must meet with the Clubhouse monitor to sign the clubhouse *out* and *in* at the times specified in the contract. This will assure both parties of the condition of the Clubhouse before and after the event. Discrepancies in the condition of the Clubhouse will be noted on the “sign-out” form and reviewed the following business day by the General Manager. Please note, you must sign for the clubhouse at the time stated on your contract. The clubhouse monitor will allow you a fifteen-minute (15) leeway to sign for the Clubhouse. After that initial fifteen minutes, you will be charged \$25.00 for every fifteen minutes (or portion thereof) you are late arriving. Keep in mind that the monitor will not wait more than thirty minutes. If you are more than thirty minutes late, you will forfeit your rental and security fees. Sign out time on contract is strictly adhered to. There will be a \$25.00 fee for every 15 minutes (or portion thereof) you are late leaving. ***GCSA does not sign out keys to the clubhouse.*** \_\_\_\_\_ Initial

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## **CLUBHOUSE USE**

- The Clubhouse will not be opened before 8:00 a.m. The Clubhouse will be locked and secured no later than 8:00 p.m. All clean up should be done and personal items removed prior to that time. This includes replacing all tables and chairs in the assigned storage facilities adjacent to the banquet rooms at the Clubhouse.
- Renters are responsible for the Clubhouse for the entire time of the reservation. If the Clubhouse is left unattended for any reason, at any time, your entire deposit will be forfeited.
- Renters will be responsible for the actions of their guests.
- All fire exits must remain unlocked but closed during your function. All other exits must remain locked and closed during your function. All doorways and fire exits must remain free of obstructions at all times. Renter must maintain an accurate count of people in the building at any one time to ensure that occupancy limits cited on page 2 are not exceeded.
- The pools and the pool deck area are not included in the rental and are “off-limits” to event participants. If the pool happens to be open for business and event participants happen to be members, those people must exit the function and formally sign-in to the pool if they want to use it.
- No decorations or signs of any kind may be attached to the walls, ceilings, or doors.
- All spills must be cleaned up immediately and thoroughly.
- No rice, birdseed, confetti, or glitter may be thrown inside the Clubhouse. Only birdseed may be thrown outside. Glitter and confetti may not be used as decorations.
- No smoking/vaping or lighting of incense candles/sticks is allowed inside the Clubhouse.
- No underage drinking, illegal drug use or distribution, gambling, use of fireworks, or other illegal activities are allowed on Association property.
- No public address system, disk-jockey system or other audio/noise producing device shall be operated outside the Clubhouse, nor while the Clubhouse doors are propped (or otherwise held) open.
- If your party wishes to cook or grill outside the Clubhouse, it must be specified on your contract and coordinated with the Clubhouse Monitor.

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**CLUBHOUSE USE (continued)**

- At the end of the event, all tables and chairs must be cleaned, folded, and put away. All trash, decorations, food and drink items must be removed from the Clubhouse, including the main hall, kitchen, entryways and rest rooms. The Clubhouse must be cleaned satisfactorily, i.e., vacuumed, swept and mopped; appliances, countertops and rest rooms cleaned. All bottles, cans, cigarette butts and other debris resulting from the function must be removed from the outside areas.
- The Clubhouse may not be used for profit earning functions; and no admission fees or contributions can be charged, requested, or accepted from entrants.
- Renters must agree to and sign the attached "Release of Liability" form as a condition of renting the Clubhouse.
- Any complaints concerning violations of the above rules will be heard by the General Manager and a decision rendered as to whether the deposit shall be returned to the renter. If the violation is found to be of a serious nature, the General Manager, with the support of the Georgetown Board of Directors, may suspend a resident from future use of the center for a period of up to one year.

**Do you agree to follow all fees, rules, and conditions herein stated?     Yes     No**

\_\_\_\_\_  
**Signature of Renter**

\_\_\_\_\_  
**Date**

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**RELEASE OF LIABILITY**

**RENTER'S AGREEMENT**

The undersigned hereby covenants and agrees to indemnify, save and hold harmless Georgetown Community Services Association, Inc., their successors and assigns, their principals, agents and employees, against any and all suits, losses, damages and expenses incurred or sustained that may be based on any alleged injury, or death to any person, or damage to any property that may occur or that may be alleged to have occurred because of or in consequence of the undersigned's alleged negligence, or that of its agents, servants, employees, guests, or growing out of the undersigned's use or occupancy of the above described facilities, or any portion thereof, and whether such claim be made by any agent, servant, employee, or guest of the undersigned or by a third person and whether or not that it shall be claimed that the alleged injury, including death or damage, was caused through the negligent act or mission of the undersigned, its agents, servants, employees, guests, or by the negligence of the Georgetown Community Services Association, Inc., or its officers, agents, employees or otherwise, in connection with the undersigned's use of the above described facilities, and the undersigned shall defend any and all such actions, pay all charges of attorney's, and all costs or other expenses arising therefrom; and the undersigned hereby requests the use of the Georgetown Clubhouse and services as specified above, and agrees to abide by all its rules and regulations.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

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**CHECKLIST**

**SIGN IN:**

Renter's Signature \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Monitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Condition of Clubhouse: \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

Explain: \_\_\_\_\_



	<u>Check In</u>		<u>Check Out</u>	
	Yes	No	Yes	No
Tables Put Away				
Chairs Put Away				
Trash Removed				
Decorations Removed				
Food / Drink Removed				
Outside Debris Removed				
Vacuumed				
Swept				
Mopped				
Stove / Microwave / Coffee Pot Cleaned				
Refrigerator Cleaned / Empty				
Counters Wiped Off				
Restrooms Cleaned				
Lights Off				
Alarm Set				

**SIGN OUT:**

Condition of Clubhouse: \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

Explain: \_\_\_\_\_



Renter's Signature \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Monitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_