

# CANDLEWOOD LAKE FACILITIES RENTAL & USAGE POLICY AND CONTRACT

The purpose of this policy is to establish orderly and prudent guidelines and procedures for the use of Candlewood Lake Association Inc.'s (the "Association") Candlewood Lake Facilities by its membership, while also providing for protection and care of the Association property. This policy, and the Candlewood Lake Candlewood Lake Facilities Rental and User Contract attached hereto, are collectively and expressly referred to and incorporated herein as the "Candlewood Lake Facilities & Rental Usage Policy".

1. The Candlewood Lake Facilities, which consists of the Lodge located at 7326 State Route 19, Mount Gilead, Ohio, together with the kitchen appliances and equipment, tables, chairs, book shelves and cases, decorations, and gaming equipment (i.e., pool tables, air hockey, ping pong, and similar equipment) located therein (collectively, the "Candlewood Lake Facilities"), is for the private use of the Association members, in good standing and their guests, along with Civic Groups who receive written approval from the CWL General Manager under the terms of this Candlewood Lake Facilities & Rental Usage Policy. \_\_\_\_\_ *member's initials*

2. Association members, in accordance with this Candlewood Lake Facilities & Rental Usage Policy, may rent the Candlewood Lake Facilities for private parties or meetings by executing the Candlewood Lake Candlewood Lake Facilities Rental and User Contract attached hereto.

3. When using the Candlewood Lake Facilities, the Association member must provide the attendant at the gate with a list of all outside guests, the starting and ending times of the event, and the approximate number attending the event.

4. Association members who reserve the facility must accept the responsibility for payment of any fees associated with the event, the behavior of guests, and ***must be present during the entire event***. The using member must sign the attached Candlewood Lake Candlewood Lake Facilities Rental and User Contract, which include an Indemnification Agreement relieving the Association of any liability for property damage and personal accidents or injuries.

5. Civic groups who are approved by the Association's General Manager may use the Candlewood Lake Facilities under the same conditions as a member. If the Association member is sponsoring a civic group, an official of the civic group (other than the Association member) must also sign the Candlewood Lake Candlewood Lake Facilities Rental and User Contract attached hereto. (Candlewood-based organizations (such as, but not limited to, Fishing & Boating, Mt. Tabor Trail) approved by the General Manager will have the fees waived

6. Association members renting or using the Candlewood Lake Facilities will be charged for the cost of repair or replacement for any damages to the Candlewood Lake Facilities caused by themselves or their guests.

7. Candlewood Lake facilities are available to be rented from 8:00 A.M. to midnight. Decorating and cleanup must be completed during these hours.
8. All rental charges must be paid in full at the time the reservation is made. Reservations must be made at least two weeks in advance of the event. Should the event be cancelled, at least one week prior to the date of the event, the Association will refund the full amount of the deposit. Otherwise, any cancellation will result in the deposit being forfeited.
9. Cancellation refunds will be issued within 30 days of the cancellation. Refunds will be given only if the member is in good standing. The Association reserves the right to apply the refund or cancellation fee to any delinquent balances or fines owed by the Association member.
10. The Candlewood Lake facilities are inspected by the Association's Security each night for the protection of the Association and its members, as well as the protection of the Association's property.

#### Candlewood Lake Facilities Rental Fees:

- A. The costs to rent the Candlewood Lake facilities are \$300 per 4 hour event, and \$50 for each additional hour for the Harmon Lodge.
- B. Security guard personnel can be present for the event at a cost of \$25.00 per hour per guard
- C. The Candlewood Lake Facilities are not secure facilities and therefore the Association is not responsible for any loss or damage to personal property or belongings of anyone using the Candlewood Lake Facilities.
- D. Directional signs for an event must be removed within 12 hours of the conclusions of the event or a violation of CLO-8 and/or CLO-9 will be issued.

#### USAGE RESTRICTIONS:

1. The Candlewood Lake Facilities, according to the Candlewood bylaws, are for the use of Association members and their guests, only (and others permitted under the terms of this Candlewood Lake Facilities & Rental Usage Policy). Association Members may use it for themselves but may not contract for friends and others who are not members of the Association.
2. Tables and chairs are not to be taken outside of the Candlewood Lake Facilities.
3. There is no guarantee as to how tables and chairs will be set up upon your arrival the day of your rental.
4. Civic groups may use the Candlewood Lake Facilities, if sponsored by a member, according to the terms outlined elsewhere in this Candlewood Lake Facilities & Rental Usage Policy.
5. An additional user rental fee of \$100.00 will be added to the regular rate when

rented by a civic group.

6. The Candlewood Lake Facilities may not be rented on Memorial Day or Labor Day weekend (i.e. Saturday, Sunday, or Monday) or the Fourth of July. If the Fourth of July falls on a weekend, then it cannot be rented on Friday, Saturday, Sunday, or Monday of the holiday.

**I have read and understand the above information and that failure to abide by this Candlewood Lake Facilities & Rental Usage Policy will result in loss of my security deposits and may result in additional charges to account for repairs of damages, and/or additional cleaning and restoring requirements. Failure to pay these additional charges will result in the loss of privileges as described in the Candlewood Lake Deed Restriction P606.**

\_\_\_\_\_  
**Signature**

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

*Revised 2/1/23*

# CANDLEWOOD LAKE FACILITIES RENTAL & USER CONTRACT

Name \_\_\_\_\_ Unit \_\_\_\_\_ Lot \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
\_\_\_\_\_

Number of people expected \_\_\_\_\_ (The number of persons shall not exceed the posted occupancy limit)

Number of dash passes needed from Security \_\_\_\_\_ (# of non CWL registered vehicles)

DATE OF RENTAL: \_\_\_\_\_ TIME OF RENTAL: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Under the adopted Candlewood Lake Facilities & Rental Usage Policy, you must be out of the Candlewood Lake Facilities by 12:00 midnight. You are responsible for the removal of trash. Use tape for fastening decorations. Do not use nails, staples, tacks, glue, or other adhesives. *Do not wax floors.*

## User Fee:

Rental Fee Harmon  
Lodge  
\$300.00 (4 hours rental)  
Additional Hours \_  
x \$50/hour =  
\$ \_\_\_\_\_  
Rental Deposit

\$250.00

(Refundable if all terms of rental are met)

Civic Group additional fee \$100.00

Kitchen only lower level \$ 50.00

## Additional Fees:

### Security

\_\_\_\_\_ # of guards x \_\_\_\_\_ hours at \$25 each guard per hour

(In one hour increments only; no 1/2 hour increments) \$ \_\_\_\_\_

Total Cost \$ \_\_\_\_\_

**By signing below, the undersigned agrees to be bound by the Indemnification Agreement attached hereto and incorporated herein by reference.**

**If you are serving alcohol, please be advised that you are responsible for your guest's actions and subject to the Alcohol Release of Liability, Waiver of Claims, Assumption of Risks, and Indemnity Agreement, which is expressly incorporated herein by reference. Please insist on designated drivers. All applicable Candlewood Lake ordinances will be enforced.**

Signed \_\_\_\_\_ Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

For Office Use	
Deposit Paid By: _____	Address: _____
Amount \$ _____	Date Received _____ Check Number _____

## **INDEMNIFICATION AGREEMENT**

### **INDEMNIFICATION AGREEMENT RELATING TO THE USE OF THE CANDLEWOOD LAKE FACILITIES**

In consideration of the rental of the Candlewood Lake Facilities, Renter/User of the Candlewood Lake Facilities agrees that He/She will release, defend, indemnify and hold harmless the Owner, (Candlewood Lake Association. Inc., commonly referred to as the "Association," Candlewood" or "Owner"), and its officers, directors, agents, representatives, volunteers, and employees (the "Released and Indemnified Parties"), from and against to the fullest extent permitted by law any and all claims, losses, demands, liabilities, actions or causes of action, damages, awards, judgments, fines, lawsuits, or costs and expenses (including attorneys' fees and expenses incurred in defense of any Released and Indemnified Party), for bodily and/or personal injury, including death, or loss of use or damage to the Candlewood Lake Facilities, arising from or related in any way to the use of the Candlewood Lake Facilities by the User/Renter, and its Officers, Employees, Guests, Invitee or other persons present with the permission of the User/Renter, regardless of who is alleged to be at fault.

Renter/User further agrees that He/She is fully responsible for cleaning the Candlewood Lake Facilities back to the condition in which the facility was found at the start of the rental period and all damage related to the use of the facilities and the below listed Equipment/Property, including cleanup and damage charges for other's property caused by the use of the below listed Equipment/Property. The Association has the right to clean and/or make repairs to the Candlewood Lake Facilities and the Equipment/Property listed below and pass the charges to the Renter/User for payment and/or add the charges to the Renter/User's account. Regular collection procedures will then apply and may result in the Suspension of Privileges of Membership as described in P606 of the Candlewood Lake Deed Restrictions.

#### **CANDLEWOOD LAKE FACILITIES EQUIPMENT OR PROPERTY BEING RENTED, USED OR BORROWED INCLUDES:**

- 1. Candlewood Lake Facilities**
- 2. Kitchen Appliances & Equipment**
- 3. Tables (not to be taken outside of facility)**
- 4. Chairs (not to be taken outside of facility)**
- 5. Bookshelves & Cases on wheels (not to be moved)**
- 6. Wall & seasonal decorations (not to be moved)**
- 7. Gaming equipment (such as, but not limited to pool tables, air hockey, ping pong) (not to be moved)**

**Renter/User is required to inspect the Candlewood Lake Facilities and all of the above-referenced Property/Equipment for proper safety and any pre-existing damage or any condition that may be unsafe, and to notify Owner immediately of any damage or unsafe conditions. Any conditions of which Owner has notice will be corrected by Owner prior to Use/Rent. Do not use any Equipment /Property not properly equipped or without required safety gear.**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
Renter

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
Candlewood Representative