

THE LEDGEWOOD ASSOCIATION
CLUBHOUSE RENTAL PROCEDURE

1. LEDGEWOOD ASSOCIATION MEMBERS ONLY may rent the clubhouse. Rental application, rental contract and checks MUST be signed by a LedgeWOOD resident.
2. Check the availability of the clubhouse with the Clubhouse Rental Manager. A rental application form and rental contract will be mailed to you within 24 hours of contacting the Rental Manager.
3. Complete the rental application and contract and return it to the Clubhouse Rental Manager along with two personal checks. The first check is a \$500 security deposit (see below for refund details). The second check is for miscellaneous rental fees including a \$60 cleaning fee, \$20 trash fee, lifeguard fees from Memorial Day to Labor Day and snowplowing if applicable All checks must be personal checks payable to the LedgeWOOD Association - no company or organizational checks will be accepted. **IF RESERVATION IS MADE WITHIN ONE WEEK OF EVENT, ALL FEES MUST BE PAID BY MONEY ORDER.**
4. Upon receipt of your rental application, contract and checks, you will be given written confirmation of your reservation date. Deposit check will be cashed and your refund will be in the form of a LedgeWOOD Association check.
5. Failure to return the Clubhouse key in a timely manner (3 days) will result in a \$5.00 fee deducted from the deposit.
6. The \$500.00 security deposit will be returned after inspection of the clubhouse. In the event of damage to the facility occurring during the rental, the security deposit will be withheld, repairs arranged by LedgeWOOD Association, and the cost for such repairs billed to the renter if in excess of \$500.00 or the difference refunded, if less than \$500.00. Repairs are to be performed only by persons commissioned to do so by the LedgeWOOD Association Board. Security deposits where no damage occurs will be refunded within 7 to 10 days after the function.
7. A \$15.00 administrative fee will be charged for all checks returned for insufficient funds.
8. The Association is not responsible for any items left at the clubhouse.
9. Wedding rentals will have access to the clubhouse beginning at noon on the day prior to the wedding.
10. All trash must be BAGGED, tied and placed in the trash container provided outside the kitchen door of the clubhouse (see Cleanup Instructions). If a catering service is used, please be sure the caterers are aware of this procedure. LedgeWOOD Association reserves the right to bill the renter for cleanup of unbagged trash whether in or outside of the trash container.
11. All items belonging to either the renter or caterer must be removed by 8:00 a.m. of the following day. Failure to do so will result in a charge for removal by the association's cleaning crew.
12. Parking on the grass across from the clubhouse is prohibited. A \$10.00 fee for each car found parked on the grass will be deducted from the security deposit.

Make Checks payable to The LedgeWOOD Association
LEDGEWOOD CLUBHOUSE RENTAL MANAGER
Jain Baruth (440) 238-3099 or (216) 401-7871
E-mail: jbaruth@ledgewoodassociation.com