



KEY # _____

DATE PICKED UP: _____

NAME: _____

SOUTHPORT HOMEOWNERS ASSOCIATION, INC.

8740 Wichita Place

Orlando, Fl. 32827

Tel: 407-251-0544 Fax: 407-251-1771

vospropertymanager@gmail.com

southportproperty@att.net

RETURNED DATE: _____

NAME: _____

MONEY ORDERS

RETURNED: _____

(INITIALS)

ACTIVITY CENTER RENTAL AGREEMENT

8760 Wichita Place

Please bring photo ID (Only Homeowner Can Rent the Facility)

Homeowner: _____

Address: _____

Telephone: _____

Date of Activity: ____/____/____ From: ____ To: ____ A.M./P.M.

Reason for Use: _____

Number of people attending the activity: _____

DEPOSITS: (All Separate Money Orders)

Incidentals - \$ 200.00// Cleaning- \$100.00// Key- \$ 100.00// Hour- \$ 30.00 per hour

Your HOA account dues must always be up to date and not in Collections during this rental, from application date up to activity date, or it will be cancelled by HOA. There must not be any open/active Violations on the property.

Rental days are Saturday or Sunday only. Rental hours are available from 9:00 a.m.-11:30 p.m., Clean and Closed. MUST CLEAN THE SAME DAY AT THE END OF YOUR ACTIVITY.

To reserve the center a Current/Valid Photo ID (non-expired) must be presented when you provide us with the application and all money orders. You can rent the center for a minimum of 5 hours or more. Reservations are not allowed by telephone.

If you forget to pick up your key and our office is already closed for the day, you will not be able to have your activity, and a 5 (five) hour minimum penalty will be charged, (\$30 per hour x 5 hours, a total of \$150.00). If you have picked up the key and then decide to cancel, the same penalty will apply.

If you decide to cancel your activity, you must notify the office by telephone or in person a week prior (7 days) to your activity date. If no cancellation notification is received, or it is received less than 7 (seven) days prior to your activity date, a \$50.00 cancellation fee will be charged.

■ We do not make call reminders to pick up the key. The Key must be picked up the Thursday before your activity date by 4:30 p.m. It is important that you keep the key in a safe place. The \$100.00 money order for the key deposit will **NOT** be Refunded if the key is not returned the following Monday after your activity or if the key is lost, stolen, or damaged.

■ There is a Parking Lot behind the Activity Center that is the designated parking area for your activity. Parking on Wichita Place (the street in front of the building) or on the grass in front or behind the building is Not Permitted.

■ If Children will be attending the activity, it is your responsibility to Supervise them. The Center is a Non-Smoking facility.

■ Renting the Center to an outside person not living in the community is Not permitted. If you do so, you will be restricted from using the Center for a minimum of 18 months.

■ Decorating the center for your activity can only be done **after 5:00pm** on Friday (if your activity is Saturday. If your activity is on Sunday, you can decorate Saturday, ONLY if the center is not rented by another homeowner; otherwise, you must decorate Sunday morning.) If you are decorating, **DO NOT** use tape and please be careful not to damage paint, walls, or ceiling before or after removal. (Options: Thumbtacks or Command Brand Damage Free Hanging Strips). **I agree that I am liable for any damage and its contents inside, outside and the surrounding areas of the facility.**

■ There is a minimum number of supplies already set in the Center for your use. You **MUST** bring additional supplies for your activity. (ex.: broom, mop, bucket, toilet paper, trash bags, paper towels, dishwashing liquid, cleaning items, etc.).

■ The Center should be cleaned in its entirety the same day your activity is done. All trash must be picked up and allocated in the garbage bins outside. The Center will be inspected after every activity to confirm all requirements have been met. **If these requirements are not followed, deposits will not be refunded.**

■ If any rules are not adhered to and/or any damages are found, homeowner's rental privileges may be suspended for a minimum of 18 months.

■ By signing below, you agree to all the terms and conditions of the Activity Center Rental Application.

Homeowner Signature

Date: ____ / ____ / ____

Southport Office Representative

Date: ____ / ____ / ____