



CENTER LAKE WOODS  
PROPERTY OWNERS ASSOCIATION

**2024 COMMUNITY CENTER RENTAL AGREEMENT**

Rental of the Community Center, located at 9700 271st Ave, Trevor WI, is **ONLY** available through a paid member of CLWPOA. This member will take on the full responsibility for the rental. Payment of rental must be made by the member.

Rental date(s) \_\_\_\_\_

I agree to abide by the rules for rental of the Center Lake Woods Community Center.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member Address

\_\_\_\_\_  
Member Phone #

\_\_\_\_\_  
Member Email Address

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Deposit to hold reservation \$ \_\_\_\_\_ Received by \_\_\_\_\_

Final payment \$ \_\_\_\_\_ Received by \_\_\_\_\_

After event, Center inspected by \_\_\_\_\_

Created refund of security deposit \_\_\_\_\_

**— This page for the Rental Agent —**



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**Rules for renting the Center Lake Woods Community Center**

**9700 271st Ave Trevor WI 53179**

1. An initial deposit of \$50.00 must be paid to reserve a rental date; this will become part of the security deposit. Two weeks prior to the scheduled event, the balance of the security deposit (\$125.00) plus the full rental payment. Cancellation of the scheduled rental will result in the loss of the security deposit. An inspection will be conducted by the Rental Agent on the day following the rental. The security deposit of \$175.00 will be returned by mail within 14 days after the inspection, provided all the rules have been followed and there is no damage to the Community Center.
2. An entrance door key will be available on the day of the scheduled event. If needed, the key may be obtained a maximum of two nights before the rental date, providing no other function is in progress.
3. No glass bottles are allowed outside the building.
4. The Renter provides their own paper goods for the kitchen and bar areas. Utensils, cleaning supplies, and bathroom amenities are supplied at no cost to the renter.
5. **Vehicles cannot block the access road or the boat launch; if this stipulation is violated it will result in loss of the member's security deposit.** Cars may park on the grass only if it is not water-soaked. The grassy area by the lake must remain open in case vehicles launching boats need room to turn around. Damage to the grass/gravel parking area will be repaired at the member's expense.
6. Absolutely no parking is allowed on the basketball court since this must remain open for community use.

# Rules for renting the Center Lake Woods Community Center

## (Continued)

7. No live bands (inside or outside of the Community Center) will be allowed unless approved in writing by the CLWPOA Board.
8. Loud music will not be tolerated. Loud music determination is defined by the local village ordinances for public nuisance.
9. All music and activities must cease by 11:00 PM. All people and vehicles must leave the Center property by midnight.
10. Alcohol may only be served by and to adults age 21 and older. The Renter is responsible.
11. Before leaving, all doors and windows (including storm windows) must be closed and locked.
12. The parking lot and lawn area must be inspected for debris by the Renter and cleaned up.
13. Garbage must be bagged, tied and deposited in the dumpster.
14. **No staples, nails or tape** may be used to put up decorations. Decorations can be hung on the brass hooks located already present, which are placed throughout the Center.
15. Cleanup must be completed by noon on the day following the rental and the key returned to the Rental Agent, who will schedule an inspection. Cleanup consists of:
  - ◆ Wipe down bar and bar stools with a bleach-based cleaner
  - ◆ Wipe down counter tops, sinks and kitchen area with a bleach-based cleaner
  - ◆ Sweep and mop floor (use the provided floor cleaning solution)
  - ◆ Remove rubber mats behind bar and mop floors
  - ◆ Remove all decorations
  - ◆ Wipe down tabletops with a bleach-based cleaner
  - ◆ Fold up tables and chairs and place them along the South wall
  - ◆ Clean up both washrooms (sinks and toilets) and empty trash bins
  - ◆ Clean out and unplug the refrigerators and leave doors open
16. The CLWPOA is not liable for damage or theft of any items brought into the Center building or onto the grounds. It is the sole responsibility of the Renter to contact local authorities and CLWPOA Board Members in the event of damage or theft of any items brought by the Renter or any items already present and owned by the CLWPOA.
17. It is strongly suggested that the bar window blinds be kept closed prior to your event to limit exposure of Renter's food & beverages.

# Rules for renting the Center Lake Woods Community Center

## (Continued)

### **CLWPOA Rental Agent contact:**

Angela Strachan  
9508 271<sup>st</sup> Ave  
Trevor, WI 53179  
630-808.0342 (Angela's cell phone)  
630-816-5543 (Tom's cell phone)

## **Fee Schedule (as of January 1, 2024)**

### **Security deposit**

Initial deposit to hold your date (due upon reserving)	\$ 50.00
Balance of Security Deposit (due with rent check)	<u>\$125.00</u>
First check total	<u>\$175.00</u>

### **Rental rates—per day**

Week <i>night</i> (Monday – Thursday)	\$ 50.00
Week <i>days</i> (Monday – Thursday)	\$125.00
Weekend days Friday, Saturday, or Sunday	\$150.00

Rent payment + balance of security deposit due when you pick up the key

### **Other**

Cleaning rate (to be deducted from deposit) \$50.00 / hour  
- This only applies if Renter does not clean building & grounds.