

**Shongum Lake Property Owners Association (SLPOA) • (973) 945-3331 • www.shongumlake.org**  
**Clubhouse Rental Agreement**

**RENTAL/MEMBER INFORMATION:**

|                        |                        |
|------------------------|------------------------|
| Name:                  | Phone Number:          |
| Address:               | Email address:         |
| Date/Time of Activity: | # Guests/Participants: |
| Purpose of Rental:     |                        |

**PLEASE CHECK EACH BOX AFTER READING**

**REQUIREMENTS:**

- The Clubhouse is not generally available to the public. Renter must be an active SLPOA Member.
- Clubhouse rentals must be made through the SLPOA Administrative Coordinator at (973) 945-3331.
- Payment in full is due at the time of reservation. Separate checks should be written for the rental fee and the security deposit. Checks should be made payable to SLPOA. The rental fees are \$125.00 Monday-Thursday and \$175.00 for Friday-Sunday. The security deposit is \$250.00. Your security deposit will be destroyed upon a satisfactory inspection of the premises. Should there be any interior or exterior damage to the Clubhouse during the rental, SLPOA will use the monies provided as the Security Deposit to make necessary repairs. Renter/Member will provide any additional monies needed to complete repairs within 30 days of receipt of invoice.
- The Clubhouse cannot be used for commercial use consistent with Township zoning laws. Any mass mailing advertising of an event is prohibited.
- Capacity cannot exceed 85 people.

**RESPONSIBILITIES:**

As the Renter/Member of the clubhouse I will:

- Provide responsible supervision for all minors who are at the Clubhouse during the rental period and remain on the premises for the entire function. No one under the age of 21 will be served alcoholic beverages.
- Ensure the Clubhouse is restored to the same condition prior to rental, and clean immediately after use all areas that my guests/participants or I utilized
- Return tables to the basement.
- Return chairs to their storage place under the side windows.
- Make sure that when I leave the thermostat is set at 60 degrees in the winter and 80 degrees in the summer.
- Remove all decorations and fastening tape. I will use ONLY the wood trim to fasten decorations to walls, ceiling or ceiling panels and I will NOT use confetti or any similar type celebratory material.
- Discard all trash in the dumpster outside. If dumpster is full, trash will be taken home for disposal.
- Take all recyclable containers home for proper disposal.
- Remove all food from premises including food stored in refrigerator.
- Return Clubhouse Key to Administrative Coordinator within 24 hours after rental.
- Make the appropriate arrangements with the Beach Director at (973) 361-8680 to determine if guests will be permitted access to the beach.
- Indemnify Shongum Lake Property Owners Association ("SLPOA") against, and hold SLPOA harmless from all claims, proceedings and liabilities arising from or connected to the Member's possession and use of the Clubhouse, including but not limited to any claims relating to the consumption of alcoholic beverages by the Member, guests and/or participants.

**GENERAL INFORMATION:**

- The Administrative Coordinator will provide you with a key to the front door and the basement the day of your function. Please note that there is no key for the back door; DON'T lock yourself out.
- The lights are on the right (leave the covered ones in the ON position).
- The Andersen double doors are opened by pushing the handle to the up position and then turning the bolt. They lock in the same position. Do not force them.
- The circuit breakers are located on the far left corner (near the patio doors) and the Thermostat is on the wall between the windows.
- All the tables are stored in the basement. There are 2 small round tables and 6 large round tables along with some rectangular tables. The chairs are stored upstairs. There are utensils, coffee pots, a stove, microwave, refrigerator, etc. in the kitchen that can be used.
- SLPOA reserves the right, in its sole discretion, to cancel any rental as a result of any violation of the terms of, or any misrepresentation made in, this Rental Agreement.

By signing this document, I agree to fulfill the Requirements and Responsibilities contained within this Agreement.

\_\_\_\_\_  
*Renter/Member signature*

\_\_\_\_\_  
*Today's Date*

*(For Administrative Purposes)*

|                            |                        |                    |                    |
|----------------------------|------------------------|--------------------|--------------------|
| Date Reservation Received: | Date Received Deposit: | Date Key Provided: | Date Key Returned: |
| Comments:                  |                        |                    |                    |