

**LONG COVE POINT ASSOCIATION, INC.**  
**P.O. BOX 63**  
**CHAMBERLAIN, MAINE 04541**  
**[www.longcovepoint.org](http://www.longcovepoint.org)**

**TERMS OF CLUBHOUSE RENTAL**

Single day rentals are \$300. Rentals for a second, consecutive day are \$150. LCPA also requires a security deposit of \$300. Fees are payable in a single check with the application.

The member host must be present for the event and is responsible for seeing that the terms of the rental agreement are followed.

It is the responsibility of the renting member to inform contracted service providers (i.e., caterer, band, DJ) of the rules for Clubhouse rental and to ensure that they abide by them before, during and after the rental.

The Board of Directors appoints a Member(s) (Rental Representative) who serve(s) as the Association's official representative(s) for all issues related to a rental. All communication will be channeled through this member(s).

The Rental Representative will contact the Renting Member in advance of the rental to arrange for a walk-through of the building to answer questions and review rental conditions and will also arrange a post-rental visit to determine if the facility has been left in proper condition. The Rental Representative will then determine if the security deposit can be returned, and if so, will arrange for that to take place within two weeks.

Rental events may begin no earlier than 9am and must be completed by 10pm unless permission is obtained in writing from the Rental Representative.

The clubhouse will be available for preparation three hours prior to the event or for a longer period if requested and approved by the Rental Representative. Tennis may continue during the setup but will be suspended during the period of the rental event.

Cleanup is to be completed within three hours of the end of the event unless other arrangements are made with the Rental Representative. Disposal of refuse and recyclables is the renter's responsibility. Refuse may be held in sealed bags in the anteroom or tennis shed for up to 24 hours if facilities are closed that would allow for proper disposal. Tables should be restacked with larger tables on the bottom. Chairs will be placed back under the benches. PLEASE PLAN AHEAD AND TAKE INTO CONSIDERATION YOUR CLEANUP.

Clubhouse equipment in the main room, bathrooms, and kitchen -including paper goods for the bathroom (toilet tissue and paper towel), trash bags, dishwasher detergent and club bowls, dishes, and silverware are available for the rental. The Rental Representative will ensure adequate supplies are present in advance of the rental.

Dirty silverware and dishes should be placed in the dishwasher and the "wash" cycle started. \*LCPA will empty the dishwasher after completion of the cycle.

Alcoholic beverages may not be sold on Association property. Such beverages may be served and consumed in accordance with the laws of the State of Maine.

Limited parking is available on the Association grounds. No vehicles may be parked on the private properties adjacent to the Clubhouse.

Renters are not entitled to use of the tennis court and no one from the rental event is allowed on the court during the rental.

There is a landline telephone (housed on the piano) which is to be used for emergencies only.

The piano should not be moved.

Glitter is not allowed.

Candles are allowed provided the flame is encased in a protective holder (i.e. votive)

Screens must be in windows if they are opened.

**I agree to the terms of use indicated above.**

Dated \_\_\_\_\_, 20\_\_\_\_ by Long Cove Point Association, Inc. Member:

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Printed)

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**POST RENTAL CHECKLIST (TO BE COMPLETED BY THE LCPA RENTAL REPRESENTATIVE):**

- Main Room: Tables were collapsed and restacked with larger tables on the bottom. \_\_\_\_\_
- Floor was free of debris and lightly swept. (Brooms are in anteroom.) \_\_\_\_\_
- Book and game area was tidied. \_\_\_\_\_
- Any wall hangings that may have been removed were rehung. \_\_\_\_\_
  
- Bathrooms: Were tidy and free of debris. \_\_\_\_\_
  
- Kitchen: Refrigerator was clean. There was no food/beverage left from the event. \_\_\_\_\_
- Trash and recyclables were removed from the trash barrels. \_\_\_\_\_
- New trash bags were placed in containers. \_\_\_\_\_
- Dishes, cutlery and glasses were placed in dishwasher and cycle started. \_\_\_\_\_
- All large bowls and trays were washed and returned to shelves. \_\_\_\_\_
- Kitchen floor was clear of food and debris. \_\_\_\_\_
- Dirty tea towels/potholders were left in a pile on the counter. \_\_\_\_\_