

## The Links at Gettysburg Community Center User & Rental Agreement

**The Community Center Oversight Community (CCOC) reserves the right to refuse the rental/use of the Community Center to any individual or group.**

Please read carefully and sign acknowledgement of the following rental conditions:

- The Community Center User/Renter must be 21 years of age and present throughout the entire rental /user period.
- All fees are due two weeks **prior to the scheduled event. See attached fee schedule.**
- Attendance to any event may not exceed Community Center capacity. **See attached Building Capacity.**
- The Renter is responsible, and will be charged, for all damages to the Community Center.
- The CCOC and the Links Master Association assumes no responsibility for lost items or items left by the Renter or function attendees.
- Minors, **under the age of 21**, MUST always be under adult supervision.
- Building must be vacated by 12am. (Exceptions may be granted prior to the event on a case-by-case basis).
- Parking is only permitted in the parking lot in front of the building. (Additional Handicap parking is located on the side of the building).
- If the police, sheriff, or other authorities are contacted for any reason for which the Renter is responsible under these guidelines, the building shall be immediately vacated and locked and the Renter shall forfeit the Security Deposit.
- The following items and activities are strictly prohibited on the premises: fireworks, air horns, activities causing excessive noise and any other similar item or activity.
- Amplified music must be discontinued at 10 pm. (Exceptions may be granted prior to the event on a case-by-case basis).
- All supplies such as glasses, China, silverware, paper towels, trash bags, table clothes, etc., must be provided by the Renter.
- The ONLY product acceptable for attaching decorations are 3M COMMAND or SCOTCH WALL SAVER REMOVABLE TAPE. Expenses incurred from damages caused by decorations will be deducted from the Security Deposit.
- **The User/Renter** is responsible for cleaning the facility after their event, **see cleanup guide.**
- All lights must be turned off, the thermostat must be returned to its original setting, and all doors must be closed when leaving the building.

- **NO ILLEGAL DRUGS OF ANY TYPE ARE PERMITTED ON THE GROUNDS OR IN THE BUILDING.** Violators will be reported to the authorities.
- **No tents** shall be erected nor shall stakes of any kind be anchored without prior approval.
- **NO FIREARMS** of any kind or type are permitted in the building or on the premises.
- **NO PETS** are permitted on the premises.
- **No glitter, confetti, rice, birdseed, petals, etc.,** may be tossed in the building or on the grounds or parking area.
- **NO SMOKING OF ANY TYPE** (including e-cigarettes) is permitted in the building or on the premises.
- **No Skateboarding, skating, rollerblading, bicycles, or riding scooters.**
- **No person** shall be allowed to bring into the facility anything that may cause a fire hazard or be detrimental to the fire protection of the facility. **NO OPEN FLAMES, NO CANDLES or STENO CANS** (are permitted inside or outside of the building without prior approval.
- **ALL FOOD MUST BE PREPARED OFFSITE.** No cooking is permitted on premises; food that has been previously prepared may be reheated or warmed on the stove, in the microwave, or in crockpots or other electrical warming devices which are available for your use.
- Alcoholic beverages may be served **ONLY** to individuals of legal age.
- **The User or Renter** is responsible for setting up the room and arranging the chairs, tables, etc., to suit the function's needs. The User/Renter is responsible for returning the room to the way it was originally found prior to the function, including the return and placement of the chairs, tables, etc., to the storage room.

\_\_\_\_\_ Please initial that you have read the Rental/User conditions to this agreement.

Violation of this agreement will be reviewed on a case-by-case basis and a fee may be assessed depending on the violation. Full compensation will be imposed for all damages caused by your event and not limited to your security deposit. Additionally, your amenities privileges may be suspended.

## **Pool and Spa**

The pool and spa usage are not part of the rental agreement. If you or your guests intend to use the pool, please follow the pool rules located on the Links website, [Linkshoa.org](http://Linkshoa.org)

## LINKS AT GETTYSBURG COMMUNITY CENTER EVENT TYPES AND RATES EFFECTIVE July 1 2024

All rentals/uses of the community center will be coordinated through the Community Center Oversight Committee (CCOC).

Send your request to [LinksCCOC@gmail.com](mailto:LinksCCOC@gmail.com)

**Rental Event** – Any use of the community center that includes non-residents or which is a private party (regardless of whether it is all residents) constitutes a rental.

Note:

1. A security deposit and rental fee apply for all rental events.
2. A Minimum two-week prior notice is required.

**User Event** – Any use of the community center that is open to all Links households (other than the private party exception) or to the entire Links Community in an individual HOA is a use, not a rental (e.g., HOA member meetings, HOA board meetings, regularly scheduled exercise classes, community-wide or HOA-wide social events, etc.).

Notes:

1. A security deposit and rental fee do not apply for any user events.
2. Exception - Residential events open to the entire Links Community in an individual HOA, excluding HOA meetings, is limited to once a quarter. More than once a quarter a fee will apply.
3. For a User to reserve the Community Center for the same event occurring multi time per year, one signed agreement is required per year.
4. A Minimum two-week prior notice to community is required and email a copy to [Linkscoc@gmail.com](mailto:Linkscoc@gmail.com).

**FEES:**

- Residents having a private event, not open to the entire Links Community (e.g., birthdays, anniversaries, family reunions, or other events), a flat rate of \$25.00 applies for Community Center usage.
- Residents only sponsored commercial events, open only to ALL Links residents, where a company / vendor is making a profit (e.g. Craft Fair, Pampered Chef, Mary Kay, Weight Watchers, etc.) a flat rate of \$25.00 applies for Community Center usage. \*
- Residents sponsored commercial events, open to the Public, where a company / vendor is making a profit, a flat rate of \$50.00 for 4 hours total per reservation is required. \*
- Rentals coordinated by the Links Wedding/Special Events Coordinator, as an expansion of the Premier Clubhouse, rental fee is \$100 per hour.
- **All rentals' agreements require a signed agreement and a Security Deposit of \$250 that will be shredded, or returned upon request, after the building has been inspected.**

Please make checks payable to: **“Links Master Association”**

**\* All companies, businesses and vendors participating in the Community Center must provide a Certificate of Liability Insurance to the Links Master Association for any commercial event held in the Community Center along with an addendum to the certificate citing the Links Master Association as an additional insured.**

## The Links at Gettysburg Community Center User/Rental Agreement

User/Renter \_\_\_\_\_ hereby agrees to rent/use the Community Center property of the Links at Gettysburg Master Association on (Month/Day) \_\_\_\_\_, 20\_\_\_\_,

from \_\_\_\_\_ to \_\_\_\_\_. The User/Renter agrees to hold harmless and indemnify the Links at Gettysburg Master Association against all claims brought by any person attending the event, including personal injury, and/or loss or damage to personal and/or Community Center property related to the event, without regard to fault.

Type of Event:

User Event:

- \_\_\_\_\_ HOA related function.
- \_\_\_\_\_ Residential event open to the entire Links Community
- \_\_\_\_\_ Residential event open to the entire Community in an individual HOA only, (note limitation)

Rental Event:

- \_\_\_\_\_ Residents having a private event, not open to the entire Links Community.
- \_\_\_\_\_ Residents only sponsored commercial events.
- \_\_\_\_\_ Residents sponsored commercial events open to the Public.
- \_\_\_\_\_ Rentals coordinated by the Links Wedding/Special Events Coordinator.

**Event Description:**

Please give a brief description of your event (example; birthday, holiday party, luncheon, Meeting, Commercial- Items being sold or Presenter receiving payment etc.)

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Estimated Number of Attendees \_\_\_\_\_

Please make checks payable to: **“Links Master Association”**

Security Deposit Received (\$250.)

Rental Fee Received (\$25.)

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**Please deposit your checks and signed agreement in the locked box in the Community Center Library. The box is located above the corner desk marked Rental /User Forms.**

I read and understood the rental/user agreement.

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Agreement Signature Date \_\_\_\_\_

## Community Center Clean-up Guide

**The Links at Gettysburg Master Association has the right to withhold part of the security deposit for non-compliance with the clean-up guidelines.**

**Kitchen:** Wipe down refrigerator inside and outside and countertops. Wash any utensils that were used during event and clean the sink. Sweep kitchen floor and mop, if needed.

**Trash** The user/renter is responsible for removing and disposal of ALL trash and recyclables from the building. Trash bags may be placed outside next to the downstairs pool gate, a maximum of 5 30gallon bags. Recycle bags can also be placed outside next to the downstairs pool gate ONLY on appropriate pick-up days.

**Main Room:** Remove all decorations and material used for hanging them. Return LED candles to the cabinet. Wipe down countertop and all tables... Vacuum entire area, including front foyer, no debris is to be left on the carpeting.

Note: Cleaning supplies (e.g.; brooms, mops, and vacuum) are located in the kitchen and/or storage room.

**Fireplace Room:** Turn off fireplace, if used, and return furniture to original position.

**Tablecloths:** If the linen tablecloths were used, take them home for laundering. All linens must be returned to the bins in the Community Center storage room within seven (5) days of the event unless another event is scheduled within that timeframe. In that case, the freshly laundered table linens must be returned the day before the next scheduled event.

Check all rooms on the main level, especially the bathrooms, to ensure that all trash has been removed, toilets have been flushed, sinks are free of debris, and lights have been turned off.

Turn off all lights except security lights.

Lock any doors or windows that were opened.

## **Building Capacity**

Main Room - 150 persons /standing or 70 persons with tables and chairs

Lounge Room - 48 persons /standing or 22 persons with tables and chairs

Sun Room - 32 persons /standing or 15 persons with tables and chairs

Veranda - 80 persons /standing or 38 persons with tables and chairs