



Lake Lorelei Property Owners Association
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RULES FOR USE OF THE LLPOA CLUBHOUSE

- 1. The Clubhouse is available only to LLPOA Members / Renters in Good Standing and their guests.**
- 2. Reserving the LLPOA Clubhouse:** The Clubhouse can be reserved by member(s)/renter(s) in good standing only. A rental fee of **\$250.00** and a refundable deposit of **\$150.00** are due 2 weeks prior to your scheduled event. This ensures exclusive use of the facility for four hours; however, the restrooms must remain available for general use. If you require additional time for set up, you may request 2 additional hours (one hour set up, one-hour tear down) at no additional charge (if it does not conflict with other reservations.) You may request additional time for your event (four additional hours, if it does not conflict with other reservations) for a charge of **\$35.00**. You may also request a set up time one day prior to your event (if it does not conflict with other reservations) for a charge of **\$35.00**.
- 3. Security Deposits:** A refundable **\$150.00** deposit is required for reservation as well as for rental of the LLPOA Clubhouse. Failure to comply with these rules of use, damages and/or failure to clean up the clubhouse after your event, could result in forfeiture of part or all your deposit. After inspection, the deposit will be refunded to you in the following week. If you wish to cancel, you must contact the LLPOA Office 14 days before your scheduled event to receive a refund of your deposit.
- 4. Access:** You can request a gate security pass code good for the event day in advance by arrangement with security (875-3222). We would advise obtaining a code at your earliest convenience to pass it to your guests. Security also issues the clubhouse keys for reservation events.
- 5. Walk Through and Climate Control:** Arrange a pre-event walk through to make sure nothing that may have been damaged prior to your event is associated with your event. Also, reminding us of the heating / air conditioning needs assures your event will be comfortable. The climate controls are otherwise not readily accessible.
- 6. Fire regulations:**
 - Do not permit more than 185 persons in the Clubhouse -- this includes guests, band, caterers, and bartenders.
 - No exits may be blocked or locked.
 - Candles or luminaries with open flames are NOT permitted – only hurricane lamps and votive candles are permitted.
- 7. Furniture/fixtures:** The furniture in the Clubhouse may only be moved with written permission of the LLPOA representative signing the Rental Agreement and the furniture must be returned to the original location at the end of the event. The tables and chairs are graciously provided by the Lake Lorelei Women's Club efforts for event use and are to remain indoors. The LLPOA does have a limited number of tables and chairs that can be reserved by deposit for use.

8. **The following are not permitted:**

- Staples, tape, or fasteners that could damage the furniture, fixtures, or wall surfaces.
- Helium balloons as they may damage the ceiling fans and cannot be retrieved from the high ceiling.
- Confetti, rice, birdseed, or fireworks.

9. **Alcoholic beverages:**

- **No alcoholic beverages** of any kind may be brought into the Clubhouse.
- All alcoholic beverages must be purchased from LLPOA Clubhouse Bar / Restaurant to avoid violating our State Liquor Permit. All requests for liquor or bartending services must be coordinated with the current restaurant operator. Call the office for details
- The last alcoholic drink must be purchased by 12:30AM and consumed by 1:00AM.

10. **Trash:** Bring your own 55-gallon plastic trash bags. All trash must be placed in plastic trash bags. When the bags are full, the bags must be tied to prevent spillage and placed in the Rumpke containers provided outside the restaurant entrance.

11. **Clean up:** To ensure return of your deposit, you will be provided with a pre-event cleaning checklist to note anything that does not appear to be correct. LLPOA requires that this checklist be followed at the end of your event to ensure that it is clean and ready for the next user. Failure to comply with this rule will result in forfeiture of part or all your deposit along with additional charges that may be added for cleanup.

RULES FOR USE OF THE LLPOA PAVILION

1. **The Pavilion is available only to LLPOA Members / Renters in Good Standing and their guests.**
2. **Reserving the LLPOA Pavilion:** The Pavilion is available for rent by member(s) /renters in good standing only. A rental fee of **\$50.00** and a refundable **\$25.00** deposit is required two weeks prior to your scheduled event. Restrooms in the Clubhouse are available via outside entrance for general use of all Members and their guests.
3. **Security Deposits:** A refundable \$25.00 deposit is required for reservation for rental of the LLPOA Pavilion. Failure to comply with these rules of use and/or failure to clean up the Pavilion after your event will result in forfeiture of part or all your deposit along with additional charges that may be added for cleanup and/or damages that may be incurred. After inspection, the deposit will be refunded to you the week following your event. If you wish to cancel, you must contact the LLPOA Office 14 days before your scheduled event to receive a refund of your deposit.
4. **Rental Fees:** A **\$50.00** rental fee is required to rent the LLPOA Pavilion. If you require additional time for set up, you may request 2 additional hours (one hour set up, one-hour tear down) at no additional charge, if it does not conflict with other reservations. You may also request four additional hours, (if it does not conflict with other reservations) for a charge of \$25.00.
5. **Picnic Tables:** The picnic tables in the Pavilion may only be moved with written permission of the LLPOA representative signing the Rental Agreement and the tables must be returned to the original location at the end of the event.
6. **The following are not permitted:**
 - Staples, tape, or fasteners that could damage the furniture, fixtures, or wall surfaces
 - Confetti, rice, birdseed, or fireworks
7. **Prohibited on the beach:** Dogs – glass – alcohol – vehicles – bicycles – fires.
8. **Alcoholic beverages:** Alcoholic beverages may be brought into the pavilion area only. No alcoholic beverages of any kind may be taken from the Pavilion into the Clubhouse or restaurant areas as this violates our State Liquor Permit.
9. **Trash:** Rumpke trash containers are available at the pavilion. If needed, additional containers are located outside the restaurant entrance door. Please bring 55-gallon trash bags to line the containers for collection. Position trash containers in the parking lot for pick up by Rumpke.
10. **Clean up:** To ensure return of your deposit, you will be provided with a pre-event cleaning checklist to note anything that does not appear to be correct. LLPOA requires that this checklist be followed at the end of your event to ensure that it is clean and ready for the next user. Failure to comply with this rule will result in forfeiture of part or all your deposit along with additional charges that may be added for cleanup