



## Clubhouse Rental Information

Location: 9800 W. 129<sup>th</sup> Ave., Cedar Lake, IN 46303

Rental Date \_\_\_\_\_ Name \_\_\_\_\_ Receipt # \_\_\_\_\_

### Access:

- **Building Access**
- An email was sent to your email address on file at the time of reservation by Kisi stating Cedar Lake Parks has added you to the que for building access. Please follow the instructions and upload the app on your smartphone prior to the day of your rental.
- On the day of your rental, you will receive another email at 8:45am informing you of your access has been granted.
- Access cards are available if smartphone access is not an option for our renters. If you would like this option to access the building instead, please note the access card must be returned to the park office within 7 days of your rental date or a \$10 replacement fee will be withheld from your security deposit.

### Lights:

- Turn on the wall switches by the electrical box and the one by the front door for hallway lights.
- The thermostat is located on the outside of the middle room is a smart thermostat, if the comfort level is not your comfort level, please adjust accordingly by touching the temperature circle and adjusting it up or down after it expands in size.

### Decorating:

- Decorations may be put on the walls only using painter's tape. The use of duct tape, staple guns, or tacks are strictly prohibited. Decorations are allowed on tables; if using tape to adhere table covers, you must remove the tape as well as the table cover.
- Glitter and/or sequins and decorations that include glitter or sequins are strictly prohibited.

### Cleaning:

- Tables and chairs must be cleaned and returned to the storage carts with 4 tables on each side and no more than 6 chairs per rack – chairs should be evenly disbursed on each side of the cart, and the carts must be put back into the far back room to the right.
- **Place all garbage in dumpster at the far end of the parking lot and replace can liners with the extra liners provided.**
- Toiletries, garbage bags (6 total), broom/dust pan, vacuum and spray mop are provided for your use.
- All rooms used need to be cleaned and all items from the fridge/freezer removed before you leave.
- Wipe down all the tables and chairs and return to cart.
- Sweep and spot clean any areas that may need it.

### Before you leave:

- Turn off all lights and lock all doors. Don't forget to engage the lock on the inside of the south door before leaving. Pull both handles of the door after exiting to ensure this step has been taken.
- To keep the rental costs down, please leave the building clean, ready and locked for the next event.

If you have any questions or concerns, please contact Cedar Lake Parks Department at (219) 374-7400, x 7, Monday-Friday, 8:00 am - 4:30 pm closed 12-1pm daily.

If you require assistance after hours, please call **219-322-2121** to contact Cedar Lake Police Department. Please state this is a non-emergency citizen assist needed at 9800 W. 129<sup>th</sup> Ave. Cedar Lake, IN.

***Please notify your guests not to mail or have gifts delivered to the Clubhouse.***

**Maximum Capacity: 166**

**Alcohol is strictly prohibited without providing a copy of your state liquor license and documentation of a hired licensed bartender to serve liquor at your event. These documents must be sent to Cedar Lake Police Department for final approval 90 days prior to your scheduled event. Security will be required for your alcohol permitted event and must be hired through Cedar Lake Police Department by calling (219) 374- 5416 at least 90 days prior to your event.**

**Bounce houses are *NOT* allowed in &/or on the property.**

**Food trucks and tents are expressly prohibited on the property.**

**Absolutely no standing on any tables or chairs.**

**Items in the Clubhouse** (No coffee pot is provided; coffee pots ARE allowed)

- 1 Dual-Temp Refrigerator-Freezer.  
The freezer is on the right side of the unit. Refrigerator on the left side of unit.
- 1 Stove
- 2 Microwaves
- 32 - 6' Rectangular Folding Tables
- Wooden Picnic Tables (Outside)
- 168 Padded Folding Chairs – No standing on the chairs or tables please
- 1 Step Ladder
- Broom/ Dust Pan/Spray Mop
- 3 Large Garbage Cans (6 bags)
- Bathroom paper products and hand soap

By signing my name below, I certify that I have read the above information. Any questions concerning these rules have been discussed. My signature also certifies my understanding of an agreement with the above policies and facility rental permit.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Staff: \_\_\_\_\_ Date: \_\_\_\_\_