

# WOOD VALLEY SWIM & RACQUET CLUB

## Clubhouse &/Or Pool Rental Information

### **RESERVATIONS:**

Reservations are made on a first come, first served basis, dependent upon availability. Reservations that include pool use must be made at least one week in advance to allow for scheduling of lifeguards. Please send an email to [rental@woodvalleysrc.com](mailto:rental@woodvalleysrc.com) to check for availability. Once availability is confirmed, a completed rental agreement, rental payment, and \$75 refundable deposit must be mailed within 7 days to secure the reservation. Rental payment should include clubhouse rental and lifeguard fees. A separate check should be made for the deposit, which will be returned after a thorough inspection for damage and proper cleaning of the facilities has been conducted.

### **FEES:**

The Wood Valley Swim & Racquet Club pool and/or clubhouse are available for rent to both members and non-members. Please note the fees to rent the clubhouse do NOT include the use of the pool.

### **CLUBHOUSE:**

The Clubhouse may be rented for a period up to 5 hours, and fees are as follows:

- Wood Valley Clubs/Organizations: \$35/rental period
- WVS&RC Members in good standing: \$100/rental period
- Non-members: \$275/rental period

### **POOL:**

Fees for the pool are based on the number of extra lifeguards required. As defined by Wake County, all of your guests, whether they intend to swim or not, should be included in the total number of guests used to determine lifeguard requirements. Please note that private parties are only available *after* pool hours, and no swimming is allowed after 11pm. During pool hours, the maximum number of guests is 40. Please refer to the WVS&RC website for the current hours of operation. Fees for pool use are as follows:

#### During Pool Hours:

- <16 guests: \$4/guest
- 16-40 guests: \$35/hour

**Note: all parties in excess of 25 guests MUST also rent the clubhouse.**

#### After Pool hours:

Fee includes a \$25 non-refundable pool rental fee + hourly lifeguard charge (a minimum of 2 guards is required). A refund for unused lifeguard hours will be issued if the pool must be closed due to weather, and the lifeguards are released.

- <50 guests: \$60/hour
- 51-80 guests: \$80/hour
- 81-120 guests: \$100/hour

**Note: all parties in excess of 25 guests MUST also rent the clubhouse.**

**ALL FEES MUST ACCOMPANY RENTAL APPLICATION.**

## CANCELLATION POLICY

Cancellations must be received in writing (mail or email). A complete refund will be issued for reservations cancelled at least 30 days prior to the event. For reservations cancelled within 1-4 weeks of the event, a \$50 cancellation fee will be withheld from the refund. A \$75 cancellation fee will be withheld for cancellation made within 7 days of the event.

## RULES:

In addition to the pool rules posted on the WVS&RC website, the following rules apply to all events:

- The renter is responsible for the actions of their guests.
- All parties must end by midnight and guests must vacate the premises, unless board approved.
- **No one is allowed in the pool unless the pool fee has been paid and lifeguards are on duty.**
- No one is allowed in the pool after 11pm, unless board approved.
- No Smoking in the Clubhouse or on the pool deck.
- No Illegal Activities.
- Please be courteous of our Wood Valley neighbors at all times, and keep noise at a reasonable level at all times. **No outside music (including DJs, bands) or loud noise allowed after 10:00 pm. No music on house speakers after 11 pm.**
- Do not deface the walls or damage the facilities in any way.
- No wet bathing suits in the main room.
- Maximum # of guests is 150.
- No pool furniture in the clubhouse and no clubhouse furniture on pool deck.
- Please do not prop doors open.

Failure to comply with these rules may result in an event being shut down early, with no refund.

## CLEAN-UP/CHECK OUT PROCEDURES

It is the renter's responsibility to follow the attached check-out procedures to ensure a refund of their deposit.

# WOOD VALLEY SWIM & RACQUET CLUB

## Clubhouse &/Or Pool Rental Agreement

Rental Date: \_\_\_/\_\_\_/09

Last Name:	First Name:	Membership #
Addr:		
City:	State:	Zip:
Home Ph:	Cell Ph:	Email:
Start Time	End Time:	# of Guests:

**CLUBHOUSE RENTAL** (Check box if clubhouse will be rented)

- Wood Valley Clubs/Organizations: \$35/rental period
- WVS&RC Members in good standing: \$100/rental period
- Non-members: \$275/rental period

**Clubhouse Rental Fee:** \$\_\_\_\_\_

**POOL RENTAL** (Check box if pool will be rented)

During Pool Hours:

- <16 guests: \$4/guest
- 16-40 guests: \$35/hour (**NOTE:** Must rent clubhouse if # of guests >25)

After Pool hours:

\$25 non-refundable pool rental fee + hourly lifeguard charge (a minimum of 2 guards is required). A refund for lifeguard hours will be issued if the pool must be closed due to weather, and the lifeguards are released.

- <50 guests: \$60/hour (**NOTE:** Must rent clubhouse if # of guests >25)
- 51-80 guests: \$80/hour
- 81-120 guests: \$100/hour

**Pool Rental Fee:** \$\_\_\_\_\_

**TOTAL RENTAL FEE:** \$\_\_\_\_\_

**I agree to take full responsibility for the rental of this property.** In addition to the agreed upon rental fee indicated above, a refundable deposit in the amount of \$75.00 is attached with this rental agreement. I am aware that the Wood Valley Swim & Racquet Club will place this deposit into an account and will refund the money after a thorough inspection of the facility has been completed (within 1 week). In the event that the attached check-out procedures are not followed, my \$75.00 deposit will be used to defray expenses. Any additional clean-up expenses and any repair bills above the deposit will be billed to the renter and are payable upon receipt. My signature indicates that I agree with the rules and check-out procedures for this rental.

Signature:	Date:
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Please mail this completed rental agreement, along with your two checks to:

**WVS&RC, ATTN: RENTALS, 10017 Bushveld Ln., Raleigh NC 27613**

# WOOD VALLEY SWIM & RACQUET CLUB

## Clubhouse/Pool Rental Procedures

- Please call Rich Wessel at 870-1643 at least 5 days in advance to arrange to get key.
- **ALARM SYSTEM:** Enter club at far right door. The keypad will be on the right. Enter code that is provided to turn alarm off.
- Front doors & Janitorial closet can be unlocked with the key provided. The Office door, electrical closet, and concession stand doors can NOT be opened with the key provided.
- Cleaning equipment & supplies are available for your use and kept in the janitorial closet.
- To unlock the main door, insert key and turn to the right. To keep door unlocked make sure you turn the key all the way to the right and take out key.
- When entering from the parking lot into the main room, the light switch is on far left wall near kitchen pass-thru. Right switch controls outside lights of main room. (Slide button is a dimmer).
- Fans (and fan lights) are controlled with three remote controls just inside Kitchen. Do NOT remove the remotes from the wall.
- Please do not change thermostat until just before function. These are very large units and heat or cool the clubhouse very quickly.

### Clean-Up & Check-Out Procedures (Please check off, sign, and return with key):

- Tables cleaned, folded, and stacked in closet (please count before and after).
  - 10 tables
- Chairs cleaned and stacked in closet (please count before and after).
  - 60 padded stacked chairs
  - 15 folding chairs
- Floors swept & mopped (Mopping: Use hot water with a cup of ammonia and a cup of vinegar; **do NOT use soapy cleaners**. They leave a soap film making the tile dangerous when wet.)
- Make sure all trash is bagged and placed in outside trash bins. All inside trash cans should be empty with clean trash liners.
- Make sure bathrooms are clean, toilets flushed, and water turned off.
- Make sure kitchen is clean and oven/stove turned off.
- Pick up trash on pool desk (if applicable)
- Return Heating/Cooling to the original setting. (72 during winter months, 75 during summer months)
- Make sure all doors are locked.
- Exit at door by office. Turn on the alarm by entering in the code you were provided. (You have 30 seconds to leave), and then lock door from the outside.
- Key must be returned within 24 hours.

**Discrepancies** (Please note any problems found):

**Suggestions for Improvements:** (How can we make renting better?):

Signature:	Date:
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