



NORTHWOOD

COMMUNITY DEVELOPMENT DISTRICT

27248 BIG SUR DRIVE
DRIVE, WESLEY CHAPEL, FL 33544
(813) 991 1155 Email: cindy.hesselbirg@merituscorp.com
Website: www.Northwoodcdd.org

District Management Office: 2005 Pam Am Circle, #120, Tampa FL 33607 *(813)397 - 5120 *fax (813)873-7070

RECREATION CENTER AND AMENITIES' POLICIES

The Recreation Center and amenities, which include the Clubhouse, Cabana and Caledesi Park, will be available for rental by residents for a maximum of four (4) hours unless otherwise approved by the Property Manager/District Manager. Rentals are on a first come, first serve basis, with security deposit in place to reserve the date and time. Deposits & fees MUST be paid two (2) weeks in advance of reservations or reservation will be cancelled. Rentals may begin as early as 10:00a .m. and must terminate by 11:00 p.m. based upon availability.

Rental Fees and Security Deposits for residents are as follows:

Resident Rentals (Clubhouse): Security Deposit \$100.00; Rental Fee \$75.00 per four (4) hours with an hour set up time and one hour clean up time also given. In addition there is a \$25.00 Administrative / Maintenance Fee.

Resident Rentals (Cabana): Security Deposit \$100.00; Rental Fee \$50.00 per four (4) hours with an hour set up time and one hour clean up time also given. Please note that the pool area is NOT closed off to other guests.

Resident Rentals (Park area): Security Deposit \$100.00; Rental Fee \$50.00 per four (4) hours with an hour set up time and one hour clean up time also given. Please note that the park area and park cabana will NOT be closed off to other guests.

Rental Fees and Security Deposits for non- Residents are as follows:

Non-Resident Rentals (Clubhouse / Park or Cabana): Security Deposit \$750.00; Rental Fee \$500.00 per four (4) hours along with one hour set up time and one hour clean up time also given..

Neighborhood events and Non-Profit Group rentals are not subject to the rental fees, but renters will be responsible for any damages to the facilities. Neighborhood events and Non-Profit Groups must meet the following criteria:

- The event provides a benefit to the community;
- The event encourages socialization amongst the neighbors;
- The event is posted in the monthly newsletter;
- The event must be approved by the District Manager; and
- The event sponsor or chair will be responsible for any damages and for cleaning the facility.
- The event sponsor must be a Northwood Resident
- The scheduling of recurring rental events is authorized but limited to a ninety (90) day window.

All persons using the Recreation Center, Park, or Cabana do so at their own risk Children under the age of twelve must be accompanied by an adult at all times while at any of the amenity areas. Use of kitchen facilities is restricted to persons eighteen years of age or older.

Consumption of Alcohol within the Recreation Center requires the approval of the Clubhouse Manager/District Manager and may require a renter to engage the services of a Pasco County Off-Duty Sheriff Deputy and / or a licensed bartender. Glass beverage containers are NOT permitted at the Recreation Center, Park or Cabana. Furniture shall NOT be removed from the Recreation Center at any time. All equipment, furnishings and property of the District shall be found in the same condition after use of the Recreation Center or amenity area.

It shall be the responsibility of the renter using the Recreation Center to remove food or other items, including those items in the refrigerator. **Renters must remove their "event garbage" from the premises. Garbage left at the Recreation Center, Cabana, or Park will result in loss of Security Deposit (This includes trash that is left in**

garbage cans.). Non-perishable items left in the Recreation Center after use will be kept for a period of “One Week.” Items not claimed by the end of that period will be discarded. Perishable items will be discarded immediately.

All persons using the Recreation Center and its amenities shall obey the Pasco County Noise Ordinance and capacity limits as set by the Fire Marshall (CAPACITY NOT TO EXCEED 99). Residents and their guests must park only in designated parking spots. If guests park on the street they do so at their own risk. It is advised that all renters obtain a parking permit from the County prior to their event.

Residents wishing to reserve any part of the Recreation Center must contact the District staff no later than two weeks preceding the date of intended reservation request. District staff will then review a list of policies and procedures for the reserved special event at the Recreation Center, Park Cabana, or Pool area with the applicant. Use of any of the amenity areas will require the execution of an indemnification agreement and a security deposit.

Use of the Recreation Center is **STRICTLY** limited to the confines of the building and adjacent parking area. Use of the pool and courts is **STRICTLY PROHIBITED** and will result in the **FORFEITURE OF THE SECURITY DEPOSIT**. Please note that if renters employ a “bounce house” for their event, they do so at their own risk. All bounce houses must be “manned” by a responsible adult at all times and unattended children are **STRICTLY PROHIBITED**. Liability insurance must be on file for any and all bounce houses and or entertainers.

Please respect all walls and surface areas of the Recreation Center as you would your own home: **DO NOT PLACE TAPE ON WALLS, PUT PUSH-PINS INTO WALLS, ETC.** All surfaces are to be thoroughly cleaned upon the completion of the rental event before leaving the Recreation Center. Failure to thoroughly clean will result in **FORFEITURE OF THE SECURITY DEPOSIT**. The deposit or letter of explanation concerning the withholding of any funds shall be forwarded within 7 days. (Wipe all surfaces, tables, chairs; sweep and mop the entire floor area; remove all trash from occupied amenity area –replace trash bags). Note: the CDD will do its best, but will not be obligated to provide brooms, etc. Renters must provide their own cleaning products and remove them at the conclusion of the event. **ALL CLEANING MUST BE COMPLETED** and the Recreation Center locked up securely (all windows and doors) by the end of your scheduled time on the rental day; persons in the Recreation Center **AFTER MIDNIGHT** will be considered as **TRESPASSING** and subject to arrest by patrolling legal entities (Security and/or Pasco County Sheriff’s Office).

No person may use the Recreation Center or its amenity areas in such a manner as to interfere with the rights, comforts, conveniences, or peaceful enjoyment of the adjoining areas within the community by other residents. Specifically, no person may use the center in such a manner that creates excessive noise, profanity, or boisterous action. In the event that a Recreation Center Rental violates or interferes with the rights, comforts, conveniences or peaceful enjoyment of the adjoining areas of the Community, The District Manager has within its sole discretion to withhold the security deposit.

Approval of all events is subject to the discretion of the Clubhouse Manager and/or District Manager of whom have the authority to reduce or waive rental fees for community service functions and events.

Individuals reserving the center , Park or Pool Cabana must sign a Facility Usage Agreement and Release of Liability and Indemnification Agreement in order to rent the center.

No pets shall be allowed at any time in the center with the exception of service animals as defined by Florida Statutes.

All exterior doors and windows must be closed when the air conditioning or heat is on. There is **NO SMOKING** allowed. Call 911 in the event of an emergency. Violations will be subject to suspension as deemed appropriate by the Board of Supervisors.

The Park is designated for children under twelve years of age. Any event or party held at the Park will be geared to that age. Renters and guests will adhere to posted rules.

Signature

Date



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RECREATION CENTER USAGE AGREEMENT RELEASE OF LIABILITY AND INDEMNIFICATION

NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT (hereinafter, the “District”) is the owner of the Recreation Center and related facilities (hereinafter, the “facilities”), located within the Northwood community in Pasco County, Florida.

1. The District, by its execution of this Agreement, has approved the use of the Facilities as described herein, subject to all applicable laws, rules and regulations, and subject to the District’s receipt of a rental fee in the amount of:

Resident Rental Fees and Security Deposits:

- Clubhouse Interior: \$75.00 per four (4) hours, over four (4) will be an additional \$25.00
\$100.00 Security Deposit (all monies U.S. Bank Check)
- Pool and Pool Cabana area: \$50.00 per four (4) hours, over four (4) will be an additional \$25.00
\$100.00 Security Deposit (all monies U.S. Bank Check) please note that the pool or the cabana will NOT be closed off to other residents.
- Park and Park Cabana area: \$50.00 per four (4) hours, over four (4) will be an additional \$25.00
\$100.00 Security Deposit (all monies U.S. Bank Check) please note that the pool or the cabana will NOT be closed off to other residents.

Non-Resident Rental Fees

- Clubhouse Interior: \$500.00 per four (4) hours, over four (4) will be an additional \$25.00
\$750.00 Security Deposit (all monies U.S. Bank Check)
- Pool and Pool Cabana area: \$500.00 per four (4) hours, over four (4) will be an additional \$25.00
\$750.00 Security Deposit (all monies U.S. Bank Check) please note that the pool or the cabana will NOT be closed off to other residents.
- Park and Park Cabana area: \$50.00 per four (4) hours, over four (4) will be an additional \$25.00
\$750.00 Security Deposit (all monies U.S. Bank Check) please note that the pool or the cabana will NOT be closed off to other residents.

Security deposit refunds are subject to an inspection of the facility after the event, as well as complete adherence to the “Recreation Center Policies” (**see and initial**) attached. Please make checks (two, separate) payable to NORTHWOOD CDD . Lastly, there is a \$25.00 maintenance/administration fee also payable to the District which can be added to the rental fee amount.

2. The undersigned, _____, (the Applicant), has applied to the District to use the

(check those that apply): Clubhouse _____ Pool Cabana _____ Park and Park Cabana _____.

Applicant Address: _____

Purpose: _____

Date of Event: _____ Phone: _____

Time of Event to include set up and clean up (ALL Events shall end by 11:00 p.m.): _____

Maximum Number of Attendees (NOT TO EXCEED 99 FOR CLUBHOUSE, 25 FOR POOL OR 25 FOR PARK.): _____

3. The rental of the Recreation Center only includes the interior of the building. The ball courts, pool and other District facilities are not included as part of the rental. The Applicant and their guests are not permitted to use the facilities during the event. Should the Applicant desire to utilize the other District facilities on the same day of the event all pre-defined guest policies to these areas must be followed.
4. The District has consented to the above use by the Applicant, its agents, employees and invitees.
5. Rental requests and payment must be received two weeks prior to the date of the event. Two weeks notice of any cancellation is required in order to receive a full refund.
6. In Consideration of the District's permission to the Applicant, its agents, employees and invitees to use the Facilities, the Applicant, for itself, its agents, employees and invitees, and any person or entity claiming by or through them, releases, discharges and acquits the District, its agents or employees, for any and all claims for loss, damage or injury of any nature whatsoever to persons or property, including but not limited to personal injury or death, resulting in any way from, or in any fashion arising from, or connected with, the use of the Facilities. In whatever manner the loss, damage or injury may be caused and whether or not the loss, damage, injury or death may be caused, occasioned or contributed to by the negligence, sole or concurrent, of the District, its agents or employees; it being specifically understood and agreed that this release of liability applies to any and all claims for loss, injury, damage or death caused solely or partially by the negligence of the District, its agents or employees.
7. As further consideration for the District's permission to the Applicant, its agents, employees and invitees to use the Facilities, the Applicant, for itself, its representatives and assigns, agrees to indemnify, defend and hold harmless the District, its agents and employees, from any and all claims for loss, damage, injury or death of any nature whatsoever to persons or property, including, but not limited to personal injury or death, resulting in any way from or in any fashion arising from or connected with the use of the Facilities, in whatever manner the loss, damage, injury or death may be caused, occasioned or contributed to by the negligence, sole or concurrent, of the District, its agents or employees.

Should any provision of this Agreement be declared or be determined by any court of jurisdiction to be illegal or invalid, the validity of the remaining parts, term or provision shall not be affected thereby and said illegal part, term or provision shall be deemed not part of this Agreement.

I confirm that I have read and understand the policies set forth by the Board of Supervisors and understand that any violations of these policies may result is the privileges of my entire household being suspended as determined by the Board of Supervisors

Applicant: _____ **Signature:** _____

Date: _____

NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT

By: _____ Signature: _____ Date: _____

Non-Sufficient Funds (NSF) Policy:

In the event that a check is sent back to Northwood CCD for non-sufficient funds the check writer must make payment within 30 days of demand letter with cashier's check, money order or cash at a cost of \$25.00 in addition to the original check amount.

The Check Payment Form must be completed when paying via check.



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By signing this sheet you, the renter, are agreeing that you will respect the Clubhouse and facility. All facilities will be left the way you found them. Please dispose of your own garbage, vacume carpet, and make sure bathrooms are clean. By signing this agreement you are also stating that you are aware that your deposit will be kept for things like, holes in the walls from tacs, stains on carpet, or excess debris on floor or food left in kitchen.

Applicant: _____ Signature: _____

Date of Event: _____ Time of Event: _____

Employee Inspecting: _____ OK	Not OK	Check Off Item if it is OK
All party trash picked up throughout outside areas including broken balloons, candy wrappers, dropped food, confetti and cigarette butts		
Facility cleaned and vacated by checkout time.		
No decorations on walls, window dressings, fans and ceilings.		
Doors to Clubhouse or gates were not propped open.		
No bathing suites in Community Room – Proper attire of guests.		
No alcoholic beverages on allowed unless prior approval and payment of appropriate security charges as provided. Number of security occurrences []		
Warming only of food, no cooking of food.		
No food or drink within 15' of pool.		
Pool or park if used by Group did it comply with resident to guest limitations.		
No smoking in the clubhouse, pool or park areas and smoking only in approved areas.		
Floors were properly swept, vacuumed, mopped and cleaned		
Tables and chairs cleaned and returned to storage position.		
Icemaker, Microwave and Fridge cleaned and nothing left inside.		
Sink is clean and garbage disposal is empty.		
Party trash emptied and removed from premises: new bags in receptacles.		
Cabinets clean and empty.		
Furniture is left undented and free of stains		
AV equipment is shut off and in working order		
Other		
Thermostat is set back to 78 degrees.		
No damage caused to facility.		