



Heritage Greens

COMMUNITY ASSOCIATION

Rental Request Form

Directions: Download and complete this rental request form and submit via email to Galvarez@resortgroupinc.com. This information will initiate your rental request. HGCAI CAM will confirm availability, thereafter Security deposit and rental fee are due.

Owner - Member Information

Eligibility: _____ Owner-Member _____ Authorized Tenant* _____ Other
*(Authorization for rental from Homeowner required) *

Full Name _____ Address _____

Home Phone _____ Email _____

Event Information

Event Description _____

Event Date _____ Start Time _____ End Time _____

How many in Attendance _____
(Maximum Community Center Occupancy, 77 Persons, including Caterers)

Will alcohol be served? Yes _____ No _____ Will the event be catered? Yes _____ No _____

West facing patio needed? Yes _____ No _____ Tables Requested? Yes _____ No _____

Extra chairs requested? Yes _____ No _____

Room Rental Fees & Deposit

Rental: \$75 for the day of access
Security Deposit: \$200

Security deposit will be returned to you, provided there is no damage done to the space, all rules and regulations have been met, and violations have not occurred during the rental period. Any person renting the Community Center social room found in violation of any rule or regulation occurring during the rental period, or found to have misrepresented any of the information on the rental application, will forfeit their entire security deposit, in addition to any damages.

Submit separate security deposit & rental checks payable to: Heritage Greens Community Association, Inc.
(and if Tenant, a copy of your valid lease and confirmation from homeowner for rental) to the CAM at HGCAI Community Center at 2215 Heritage Greens Dr. Naples, FL 34119.

Priority use for the social room in the Community Center is as follows:

Category #1:

- HGCAI Community Association Board of Directors, Neighborhood Boards; Architectural Review Board; Review/ Appeals Committee; and CDD Meetings.

Category #2:

- HGCAI BOD sponsored activities and interest groups such as Mahjong & Book Club.
- Homeowner Rentals
- Casual use – 5 AM – 10 PM when no other usage is scheduled.

Printed Name _____

Signature _____

Date of the event _____

Type of event _____



Rental Guidelines

- Owner-Member (tenant) must be present throughout the entire event.
- No Immoral, offensive or unlawful use shall be made of, or undertaken in the Community Center.
- It is prohibited to put any holes into or use any type of adhesive on the walls, woodwork, ceilings, appliances or fans. Use of confetti or glitter of any type is discouraged.
- All trash is to be removed from the premises, and properly disposed of at your home. Do not deposit trash in Arrowhead Golf Course trash receptacles or any dumpster in or around the premises.
- No illegal substances and no smoking of any type are permitted anywhere inside or outside the Community Center or on common area property.
- All leftover food and beverages must be taken with you when you leave.
- Kitchen counters, tables and chairs shall be cleaned and wiped down prior to leaving.
- Floors shall be swept and wet mopped prior to leaving.
- All tables and chairs returned to their original position, if extra tables and chairs were requested, please return to storage area in men's bathroom.
- Prior to leaving, the clean-up must be completed, and the cleaning checklist must be completed, signed and placed under the door of the CAM's office.
- Turn off all lights and fans, Double check that all building doors are locked. (To unlock the panic bars, use the provided "L" wrench, insert it into the designated slot and turn counterclockwise. To lock, follow the same steps but turn clockwise. Please return "L" wrench to its original placement).

Cleaning supplies to be provided by the HGCAI are as follows:

- Two extra trash bags for the inside trash cans.
- Two extra trash bags for the large outdoor trash cans.
- One roll of paper towel.
- One Swiffer Wet Jet for cleaning the floor. (With disposable wet mop cloths)
- One broom and dustpan.

Statement of Understanding and Waiver of Liability

I _____,
the undersigned, have read and agree to follow the Rental Usage Guidelines for HGCAI facilities. I understand that any damage to the facility or failure to comply with the cleaning requirements will result in deductions from my deposit, and any damage exceeding the deposit amount will be charged to me. The Homeowners' Association retains the right to suspend my privileges without reimbursement until such damages are paid. I also understand and agree that I am solely responsible for any liability resulting from the use of the facilities by myself and or my guests.

I hereby release, indemnify and hold harmless the Homeowners Association, its employees' contractors and affiliates from and against any and all claims, demands, actions cause of action, liabilities, damages, injuries, losses and costs of any kind or nature including attorney's fees, costs and expenses arising from my use of the facilities.

The rental includes exclusive use of the kitchen & social room of the clubhouse and the westside covered patio, as well as the non-exclusive use of the bathrooms. Adjacent amenities, such as the swimming pool, spa and deck, playground, tennis/pickleball/basketball courts, fitness center, etc., are not included in the rental but may be used non-exclusively. HGCAI owner marked Parking stalls immediately adjacent to the Community Center building are not included in the rental. Parking lots immediately surrounding the Community Center building are not HGCAI property and are never subject to rental through HGCAI.

Printed Name _____

Signature _____

Date of the event _____

Type of event _____



Heritage Greens Community Center Cleaning Checklist

Before you leave, complete & sign checklist and place under CAM office door

DATE: _____

- ☐ Clean and empty the refrigerator. Ensure the refrigerator is clean of any spilled or sticky food or beverages.
- ☐ Clean and wipe down kitchen counters, tables, and chairs before leaving.
- ☐ Return all tables and chairs to their original positions. If extra tables and chairs are requested, please return them to the storage area in the men's bathroom.
- ☐ Dry Sweep and wet mop the floors before leaving. Leave unused cleaning supplies and equipment.
- ☐ If any pool area items are used by your guests (pool loungers, chairs, tables, and umbrellas) return these to their original positions and ensure they are free of debris.
- ☐ Remove all your trash - take it with you, do not use Arrowhead Golf Course dumpster receptacles.
- ☐ Turn off all lights and fans, lock all doors and replace the "L" wrench to its original location. Verify that all exterior doors are locked.

*If you notice any problems at the Community Center Call for Assistance:

Resort Management CAM: **Garrett Alvarez: 239-326-6370**

Resort After Hours Contact: 239-649-5526, Press 1

Emergency

Police/ Fire: Dial 911 ----- **Address:** 2215 Heritage Greens Drive, Naples, Florida, 34119

AED located in hallway across from fitness room door

Printed Name _____

Signature _____

Date of the event _____

Type of event _____