
LAKWOOD SPRINGS HOMEOWNERS ASSOCIATION 2025 CLUBHOUSE RENTAL AGREEMENT

Foster / Premier, Inc. Office by calling 815-306-8226 or by e-mail at BTitus@fosterpremier.com
For Clubhouse Emergencies, please contact Michael P. Hulbert, Community Association
Manager at (630) 552-3270 or by e-mail at PMLakewoodSprings@FosterPremier.com

NORTH CLUBHOUSE
900 LAKEWOOD SPRINGS DRIVE

SOUTH CLUBHOUSE
501 MITCHELL DRIVE

SECURITY DEPOSIT: *A security deposit of Three Hundred Fifty Dollars (\$350) (“Deposit”) is required to confirm Clubhouse reservations. If not received within fourteen (14) days of the date the clubhouse is held for the RENTER, the date will be automatically canceled. The Deposit is refundable if the function is canceled, provided that the RENTER notifies the Lakewood Springs Homeowners Association (LWSHOA) Management Company (in writing) no later than 12:00 noon, twenty-one (21) days prior to the function. **The Deposit” Checks” shall be destroyed immediately after the date of the function.** **Any money order will be returned to the owner.*

CANCELLATION POLICY: *Any cancellations within 21 days prior to the function will result in a charge of \$125.00 per rental time. Any cancellations within 7 days prior to the function will result in a charge of \$175.00 plus the \$175.00 per rental time. This charge will be deducted from the security deposit or if no security deposit has been received charged to your assessment account.*

AVAILABILITY: Rentals are available on a first-come, first-serve basis. Homeowners cannot rent the Clubhouse if their assessment account is delinquent. Two rental times are available:

12:30 PM to 5:30 PM

AND/OR

6:00 PM to 11:00 PM

GUARANTEES: *It is essential the RENTER provide the LWSHOA Management Company with the total security deposit within fourteen (14) business days of the date the Clubhouse is held for the RENTER. This is the date that Foster Premier Inc. office holds and reserves the Rental Date for the RENTER in the Clubhouse Rental Book.*

The total invoice (clubhouse rental fee, as explained herein) is due fourteen (14) days prior to the Function or the reservation will be canceled.

LICENSE & INSURANCE: If you are using a catering company for your function, the company must be fully insured. An executed copy of the Caterer and/or Entertainment Agreements shall be required no later than 14 days prior to the Function.

LATE CHECKOUT:

Renter agrees to checking out prior to the end time of rental. Renter agrees to the deduction of fees based on the following:

5 - 15 minutes past check out	\$50.00
16 - 30 minutes past check out:	\$75.00
31 – 45 minutes past check out	\$100.00
45 - 60 minutes past check out	\$150.00
After 60 minutes	Full security deposit and potentially forfeits future rentals.

Please forward to:

Lakewood Springs HOA Clubhouse Rental
c/o Foster / Premier, Inc.-Attention: Brooke Titus
456B North Weber Road
Romeoville, IL 60446

LAKESWOOD SPRINGS HOMEOWNERS ASSOCIATION 2025 CLUBHOUSE RENTAL AGREEMENT

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MAXIMUM NUMBER OF PEOPLE: A maximum of 80 people are allowed in the Clubhouse at any given time. This is stated on the Clubhouse's Occupancy Permit.

FUNCTION LIABILITY: Cost for damage to the premises caused by the RENTER, any guests, invitees, or other persons attending the Function will be charged to the RENTER at actual repair or replacement cost plus a 20% administrative fee.

OUTSIDE FOOD VENDORS:

Renters may choose to have a 3rd party vendor to cater food and beverages. Renter is solely responsible for all clean-up and or damages caused by the 3rd party vendor

FUNCTION TIMING: Function must begin promptly, and the premises must be vacated promptly at the times scheduled and agreed to in advance with the LWS HOA. A Party Attendant will unlock the doors. If the renter is not there at the scheduled time, the room rental will be canceled, and the rental fee will not be refunded. Admission to the premises will not be allowed before the Function's starting time for decorating purposes unless otherwise scheduled and approved by the Party Attendant in advance. Upon completion of the event, you shall exit the premises, and the attendant will lock the door. Re-entry after your scheduled closing of the event and the doors are closed is prohibited. *Staff may review events via video recordings if damage to the room, clubhouse items, or stains is later found. Charges may apply with written notification to the renter/owner.

DECORATIONS: The affixing of anything to the walls, floors, window frames, windows, blinds, tables, chairs, television, fireplace, chandeliers, light fixtures, ceiling fan, or ceilings using nails, staples, glue, tape, tacks or other substances is prohibited. Confetti, birdseed, rice and other such materials are not permitted on the premises. (The use of blue painter's tape on the windows and frames is allowed, with limited use). *All damage is the responsibility of the Renter.

SMOKING-VAPING:

Smoking: this includes, but is not limited to, cigarettes, pipes, cigars, E-cigarettes, vaping devices, bong, hookahs, etc, which are prohibited inside the clubhouse, pool deck, bathrooms, or offices. The Illinois Clean Air Act allows for an outdoor smoking area with a minimum of 15 feet away from any entry door.

PREMISE SECURITY: The Lakewood Springs Homeowners Association will not assume responsibility for damage or loss of any merchandise or articles left on the premises. Both clubhouses are equipped with video surveillance. In the event of damage to or within the clubhouses, the video will be in support of determining the cause of and restitution for said damage. LWS Board of Directors, employees, Foster Premier, employees, or support staff shall not be liable for any loss or claim of loss, injury, or damages resulting from the failure of video equipment to capture an alleged incident giving rise to any or claim of loss, injury, or damages. The video surveillance equipment is purely for the benefit of the Association, its agents, and support staff.

POOL ACCESSIBILITY: Using the pool is prohibited during a rental period. Under any circumstance, the renter, family members, and all guests are not allowed to use the pool during the rental period. Violations of this regulation will forfeit the full security deposit and potentially forfeit all future rentals.

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RENTAL FEE: Two Hundred Dollars (\$200.00) per 5-hour rental time slot, Three Hundred Seventy-five (\$375.00) full-event rental – 12:30 PM – 11:00 PM.

CLEANING FEES: The LWS HOA cleaning service may be requested ten (10) business days in advance of the Function for a “Cleaning Fee” of one hundred fifty dollars (\$150.00). If the LWS HOA cleaning service is not requested but is needed after the Function, the RENTER shall forfeit the Deposit. If the RENTER elects not to use the LWS HOA cleaning service and performs the clean-up themselves, the Deposit shall be destroyed unless a money order was submitted or requested otherwise by the renter; provided all the following are completed to the LWS HOA Management Company’s satisfaction:

- All tables and chairs must be clean and returned to their original placement
- All carpeting must be vacuumed
- Restrooms must be clean (please do not flush coffee or any other objects in the toilet)
- All decorations must be removed from the premises
- All garbage shall be put inside the dumpster
- Kitchen must be clean and void of all food and beverages
- Damage, if any, must be repaired
- Refrigerator/freezer must be emptied and wiped down
- Oven / Stovetop clean & control panel/buttons in good working order
- All windows closed and locked

MAILING ADDRESS FOR CLUBHOUSE RENTAL FEE & SECURITY DEPOSIT CHECKS:

**Lakewood Springs HOA Clubhouse Rental
c/o Foster / Premier, Inc. Attention – Brooke Titus
456B North Weber Road
Romeoville, IL 60446**

Please forward to:

**Lakewood Springs HOA Clubhouse Rental
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NORTH CLUBHOUSE
900 LAKEWOOD SPRINGS DRIVE

SOUTH CLUBHOUSE
501 MITCHELL DRIVE

RENTER: _____ DATE OF FUNCTION: _____

For Clubhouse Rentals at the North Clubhouse on Sundays, the earliest that you may check-in is 12:30pm

(PLEASE CIRCLE ONE)

FUNCTION TIME: 12:30 PM - 5:30 PM AND / OR 6:00 PM - 11:00 PM

PURPOSE OF RENTAL: _____

TOTAL # OF GUESTS (MAXIMUM OF 80): _____

NAME & PHONE NUMBER OF CATERER: _____
(If Applicable - Due 14 days prior to Function)

NAME & PHONE NUMBER OF ENTERTAINMENT: _____
(Attach Entertainment Agreement) (If Applicable - Due 14 days prior to Function)

SECURITY DEPOSIT (\$350.00): _____ Due By: _____
((Due fourteen (14) days after you reserve the clubhouse to hold the date. If not received within fourteen (14) days, the date will be automatically canceled)
The Deposit" Checks" shall be destroyed immediately after the date of the function. **Any money order will be returned to the owner.

CLUBHOUSE RENTAL FEE
(\$200.00 for five hours, \$375.00 for the full event time): Due By: _____
(Due no later than 14 days before the Clubhouse Rental date)

CLEANING FEE (\$150.00) *OPTIONAL: _____

*****PLEASE SEND SEPARATE CHECKS FOR EACH FEE MADE PAYABLE TO:
LAKWOOD SPRINGS HOA**

RENTER'S ADDRESS: _____

RENTER'S E-MAIL ADDRESS: _____

RENTER'S PHONE #: _____

Please forward to:

**Lakewood Springs HOA Clubhouse Rental
c/o Foster / Premier, Inc.-Attention: Brooke Titus
456B North Weber Road
Romeoville, IL 60446**

For questions regarding Clubhouse Rentals and Availability, Please contact Brooke Titus at the

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RENTER'S SIGNATURE: _____

DATE OF SIGNATURE: _____

THIS RENTAL DATE HAS BEEN CONFIRMED BY: _____
(FOSTER / PREMIER, INC. REPRESENTATIVE SIGNATURE)

Please submit the signed Rental Agreement along with your check(s) to the Foster / Premier, Inc. Office by mail.

The Clubhouse is NOT reserved until your check has been received and the Clubhouse Rental Agreement has been signed and returned to you.

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“Yes, RENTER plans to clean the Clubhouse and Restrooms during the end of the Function and acknowledge what is required to get the Security Deposit returned. LWS HOA may still use part or all of the Deposit if, in the sole judgment of the LWS HOA, additional cleaning is required.” Cleaning Supplies are provided for your use.

OR

“No, RENTER does not plan to clean the Clubhouse and Restrooms during the end of the Function and agrees to the LWS HOA Cleaning Fee. LWS HOA may still use part or all of the Deposit if, in the sole judgment of the LWS HOA, additional cleaning is required.

Any portion of the Deposit remaining after cleaning shall be returned to RENTER provided no damage to the Premises has occurred.

AGREED TO AND ACCEPTED THIS: _____
(DATE)

HOMEOWNER NAME (RENTER): _____

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Renter Check List

- Read through Pages 1 and 2
- Fill out Application
- Check for Rental Amount (\$200.00 for 5 hours or \$375.00 for full event time)
- Check for Security Deposit (\$350.00)** **The Deposit” Checks” shall be destroyed immediately after the date of the function**
- Signed and dated all documents
- Made a copy of all documents for your records
- Mailed all checks and original documents to:
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