



Paramount Owners Association, Inc.  
Community Center Rental and Use Agreement  
5695 N. Fox Run Way, Meridian, Idaho 83646

Please use a separate form for each day that is being reserved. *THE PARAMOUNT COMMUNITY CENTER IS NOT AVAILABLE FOR USE BY OUTSIDE ORGANIZATIONS OR NON-HOMEOWNERS OF PARAMOUNT.* Therefore, Paramount does hereby license and authorize the Member to have temporary use of the portion of the premises described above subject to Member's compliance with the following conditions:

1. **Fee & Deposit:** A **\$20.00** non-refundable fee shall be paid to the **Paramount Owners Association** by the Member via card or check. **If a credit/debit card is used, there will be an added convenience fee of \$3.5%, with a minimum charge of \$3.50.** A **\$100.00** refundable cleaning and damage deposit shall be authorized at the time of reservation, and will only be charged in the event that damages occur or cleaning is necessary after the event. The \$20.00 non-refundable fee will be deposited into the miscellaneous account and will be used for repairs due to normal wear and tear to the building. Reservations cancelled at least 72 hours prior to the event will not be charged.
2. The Member and all guests shall vacate the facility prior to the end of their rental time.
3. The Maximum lead-time for reservations is 6 months.
4. Occupancy load: 116 people
5. Folding chairs and tables are available. Check facility how many.
6. The facility is to be used for **non-profit social gatherings only.**
7. Reservations are made on a first come first serve basis. Dates will not be held until the form has been completed and received. Confirmed reservations will be posted on the online calendar.
8. Members may reserve the community center on the weekends (Friday through Sunday) a maximum of four (4) times per year and during the weekdays (Monday through Thursday) with unlimited use. Usage per year is subject to change.
9. The Member HOA Account **MUST** be in good standing; no outstanding charges or CC&R violations.
10. No pets of any kind are permitted within the premises at any time.
11. No nails or tape of any kind is to be used on the walls or windows of the facility.
12. No overnight parking is allowed in the driveway, parking lot area or on the public streets near the facility. Violators are subject to having vehicles towed at owner's expense.
13. Member shall be solely responsible for cleaning the facility following use, which responsibility shall include removal of all Members' property from the facility and premises and removal and proper disposal of all trash, refuse, and debris.
14. Tables, chairs, counter, range and refrigerator must be washed and wiped clean, the facility must be vacuumed and other floor coverings must be left in a clean condition, which includes mopping in the kitchen area. Members must supply their own cleaning materials and equipment. **If tables and chairs are needed for the event, you must request the closet access code from our office during business hours.**
15. Member must clean the facility to the satisfaction of Paramount Community Center Committee in order to receive a full refund for the cleaning and damage deposit. Member understands and accepts that Paramount Owners Association may keep and apply such portion of the deposit as may be necessary to adequately clean and repair the facility and premises, this includes re-keying if keys are not returned.

16. Member accepts responsibility for all cleaning and repair costs including any costs that may exceed the cleaning and damage deposit amount.
17. All furnishings must be returned to their proper arrangement after use of the facility.
18. No furniture, decorations, etc. are to be removed from the community center property including front porch and patio area at any time.
19. Member agrees to turn off all appliances and light fixtures and to lock facility after use.
20. Member agrees to be present at all times while guests and other non-member people are present at the premises and facility. Under no circumstances will Member grant access to the premises and facility to a non-member without being present during the entire period that the non-member is.
21. Member agrees to hold Paramount Owners Association harmless from all claims, liability or responsibility for injury or property damage that may occur while this agreement is in effect.
22. Member accepts responsibility to assure that all guests and other users of the facility and premises follow all rules and requirements of Paramount.
- 23. Deviation of these conditions will result in the forfeiture of your right to use the community center immediately.**

Name \_\_\_\_\_ Event Date: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Nature of function: \_\_\_\_\_

Room Reserved:     Main Room                       Dining Room

Reservation Time:     9:30am – 3:30pm                       4:00pm – 10:00pm

***The completed form may be emailed to [hoa@brightoncorp.com](mailto:hoa@brightoncorp.com) or mailed to Paramount Owner's Association located at 2929 W. Navigator Dr., Suite 400, Meridian, ID 83642, or faxed to: (208) 377-8962.***

As a Member of Paramount, I have read the above Rental and Use Agreement and fully accept all of its terms and conditions. I understand that I take full responsibility for all guests and other users of the facility and premises and will comply with the terms of this agreement. I understand that should I or a member of my event fail to abide by the above rules, my privileges shall be revoked. I understand that my credit card will be charged for my reservation according to the fees noted above.

**Member's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Alternate phone** \_\_\_\_\_ **Email address** \_\_\_\_\_

**Credit Card #** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Name as Shown on Credit Card** \_\_\_\_\_ **CVC (3 #s on Back of Card)** \_\_\_\_\_

**Billing Address if Different From Above** \_\_\_\_\_

**Received By** \_\_\_\_\_ **Date** \_\_\_\_\_

**Paid** \_\_\_\_\_