



MAINLANDS 1 & 2 CIVIC ASSOCIATION INC.

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Owlsnest Rental – Part 1 Introduction and Guidelines

The primary purpose of the Owlsnest is for activities for the residents of the Mainlands 1 & 2 Civic Association. The Owlsnest may not be used by an outside agency, organization, or commercial business. Homeowners may rent the Owlsnest for any activity involving the homeowner’s family and/or friends up to a maximum of fifty (50) persons anytime there is no conflict with Association activities. This may include activities such as (but not limited to) a birthday party for the homeowner or an adult child who may or may not be living with the homeowner, a baby shower, or a family gathering etc.

Terms and Conditions

The homeowner understands that rental of this facility is for private use only. The homeowner will provide to the Association proof of liability insurance, naming the Association as an additional insured under the policy. The homeowner will indemnify and hold the Association harmless from any claims relating to the event. The homeowner must be present during the event at all times and assumes complete responsibility for the conduct of their guests both inside and outside the building. Responsibility cannot be transferred or assigned to a third person.

The homeowner is personally liable for any damage incurred during the hours that their guests use the facility. The homeowner agrees to a mandatory ‘walk-thru’ with a board appointed **Facility Rental Representative** the day of the event and immediately following it. A deposit of \$250 (check or money order) is required and will be cashed. The deposit will be refunded when representative together with the homeowner confirms during the final walk thru, that the building was left in the same condition as seen during the initial walk-thru. The homeowner agrees to abide by the following rental guidelines:

- No decorations may be affixed in a manner which may cause damage to surfaces or light fixtures.
- The refrigerator may be used during the event and must be thoroughly cleaned after the event.
- The oven, stove, and microwave may be used for warming items only.
- No open flames are permitted except for Sterno used for warming purposes only.
- The room is to be completely cleaned of all debris and decorations following the event.
- All trash must be removed and be placed in appropriate bins located on the side of the Clubhouse.
- The use of the swimming pools, outside loungers, tables and chairs, grills and grill area is strictly prohibited.

Fee Structure

Rental fees and deposit (check or money order - cash will not be accepted) will be cashed immediately.

Homeowner rental:	\$200.00
Deposit:	\$250.00
No parties for children or youth under 18. Homeowner events may include supervised children & youth.	

Making a Request

Homeowner must make a written request to the Board of Directors via the office email (office@mymainlands1-2.org), at least thirty (30) days in advance of any planned event. The written request should include:

- Date of event
- Type of event and number of guests expected
- Homeowner’s name, address, and contact number(s)

The board appointed **Facility Rental Representative** will review the application and confirm the availability. If the requested date is available, the representative will contact homeowner to review the guidelines, and set up a time to sign the contract, and collect the rental fee and deposit.