



65091 E. Mountain Meadow Lane  
Rhododendron, OR 97049  
503-622-3748



**TIMBERLINE RIM RECREATION CLUB, INC.**  
**WEEKLY, MONTHLY OR ONGOING LODGE RESERVATION AGREEMENT**

I am a member in *\*Good Standing* or an approved RENTER of a property owner of Timberline Rim Recreation Club, Inc. in *\*Good Standing* and would like to reserve the lodge facilities on the exact date as specified below: ***\*Good Standing: All Dues & Assessments are current***

Requested Days (One-Time reservations have priority to ongoing reservations) -

- Weekly: Day of the Week \_\_\_\_\_
- Monthly : Day of the Month \_\_\_\_\_
- Annually: Date \_\_\_\_\_ (Can NOT be a Holiday)
- Other: \_\_\_\_\_

During the hours of: \_\_\_\_\_ am / pm THROUGH \_\_\_\_\_ am /pm

Brief Description: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date (if known) \_\_\_\_\_

I will sponsor, supervise and be in attendance during each reservation.

**Owners Lot #** \_\_\_\_\_

Average Number of guests: \_\_\_\_\_

Alcoholic Beverages**	Yes	No (Not allowed during Pool Hours)
Live Band	Yes	No

**DEPOSIT SCHEDULE-**

There is no fee to rent the lodge. There is a refundable security deposit that will be held until after your reserved day. The office does not cash the security deposit check unless there has been some "grievous" act or willful disregard for the rules.

<u>Number of persons</u>	<u>*Deposit</u>
10 -25 people	\$100.00
26-40 people	\$200.00
40-81 people (maximum)	\$200.00

**\*\*NOTE\*\*** A Private party of any size serving liquor MUST PROVIDE A BINDER FROM THEIR PERSONAL INSURANCE COMPANY FOR \$1,000,000 "HOST LIQUOR LIABILITY COVERAGE" FOR THAT EVENT. A copy of the certificate of liquor liability coverage must be sent to the Rim office for review at least one week prior to the event and must bare the name of: "Timberline Rim Recreation Club" on the binding document. PLUS, A PERSONAL DEPOSIT IN THE AMOUNT OF: \$500.00. We have wonderful

members and rarely have to keep a security deposit, but things do happen! If there are no problems, this deposit is 100% refundable.

Please Carefully Read Lodge Reservation Agreement & Follow Below Instructions

After Reading the Entire Lodge Reservation Agreement please SIGN on page 3

**After Signing, please Return Pages 1, 2, 3 to the office along with...**

**Your Deposit Check: Payable To: "Timberline Rim Recreation Club".**

- There is no fee to reserve the lodge. There is a refundable security deposit that is determined by the number of guests and if there will be alcohol served.
- Member using the facility must take their garbage with them if not there will be a GARBAGE CAN CHARGE.
- This is a **NON-SMOKING** facility. No smoking is allowed in or on any Timberline Rim Lodge premises, including: balconies, parking lot, decks, basketball courts, and tennis court and pool areas.
- The Lodge must be cleaned by the member using the facility immediately after each event and prior to the member's departure. Cleaning includes sweeping and mopping of restrooms and kitchen floors, as well as other tasks listed on page 4, item 7.
- Removal of any Rim property such as pots, pans, silverware, dishes etc. for any reason is prohibited. The renting member will be charged for the replacement of any equipment or supplies.
- The Rim will be responsible for maintaining and cleaning all soiled dishtowels and/or hot pads. They are not to be removed; instead they are to be left on kitchen counter.
- Tenants are only allowed to reserve the Lodge when the property owner has designated in writing that this membership privilege is granted to the property's renter(s).
- It is the member reserving the lodge sole responsibility to Turn Down the Lodge Thermostat to 55 degrees upon exiting the building. Failure to do so could result in a partial forfeit of the deposit.
- The lodge used for conducting business for the purpose of financial or pecuniary gain or profit is strictly prohibited such as, but not limited to: donations in exchange for a service, sales of any kind, entry or door fees, clubs or groups that will charge for attendance, auctions, money for goods, goods for goods, and favors for goods or money. If you are unsure if your group would fall under this category please call the office at 503-622-3748.
- All local, state and federal laws must be obeyed. Please respect your neighbors.
- The RIM PROPERTY OWNER Assumes ALL Responsibility for individual and guest conduct.
- No Animals or Pets will be allowed in the Lodge or Pool area, with the exception of service animals.
- No Drugs or Other Illegal Controlled Substance will be allowed or tolerated at, in or on any of the Rim's facilities.
- Minors will not be given access to Alcoholic Beverages.
- No Reservations serving alcoholic beverages are allowed during Pool Hours 9am to 9pm 7 days a week during summer months.
- If the key to the lodge is lost there will be a \$25.00 fee to replace the lock.



## LODGE RENTAL INSTRUCTIONS

It's your responsibility to contact the office for the Door LOCK CODE & ALARM CODES BEFORE... your event and in accordance with the operating hours of the Rim office.

### ENTERING:

1. Enter through back door (by Pool). Open lockbox (on door frame) for keys
2. Immediately punch in CODE on the alarm panel. Push each button slowly; it will beep with each number. The green light will come on when disarmed.
3. Enjoy your party and have a great time!

### LIGHTS:

The lights above the bar outside the kitchen stay on 24hrs. The lights for the hallway and bathrooms are activated by sensors, remaining on for 15 minutes after being triggered. When leaving, please turn off all light switches.

### CLOSING:

1. Check off all items listed on pg. 5 entitled: Clean-Up Instructions
2. Make sure all doors & windows are securely closed and locked.
3. Turn off all light switches.
4. Make sure all appliances are shut off.
5. Turn down the thermostat to 55 degrees.
6. With the exit door closed (green light will not be flashing) push in CODE slowly, as before. Then...
7. Immediately exit the building, lock doorknob, close door, and lock the dead bolt. (You may have to push the door tightly shut to get the bolt to turn in.)
8. Please make sure you take your garbage home.

Any items not done will be deducted from your deposit.

\*Dishtowels are no longer provided. You will need to bring your own from home.

## CLEAN-UP INSTRUCTIONS

All necessary cleaning aids including vacuum, mop & broom are located in the hall closet between the two restrooms. Make sure this door is closed before leaving or the alarm will not activate.

Please leave the Lodge in the same condition as you found it. The next event will greatly appreciate your efforts... just as you did!

- \_\_\_ Please remove all decorations, including tape and/or tacks used in securing decorations.
- \_\_\_ Make sure you take all your trash & leftovers
- \_\_\_ Place all clean/rinsed recycling in the appropriate containers.
- \_\_\_ The kitchen must be cleaned to its: Pre-Reservation Condition.  
(i.e., clean cabinet surfaces, counter tops, and leave no food in refrigerator.
- \_\_\_ Dishes must be rinsed well, placed in dishwasher & cycle started.
- \_\_\_ Kitchen and restroom floors must be swept & mopped.
- \_\_\_ Vacuum the carpeting.
- \_\_\_ Check and clean up outside areas of any/and all debris or trash left by your event.
- \_\_\_ Please DO NOT take home leftovers in any Rim dishes, containers pots or pans.

Any items not done will be deducted from your deposit.

*The Lodge must be cleaned directly after your event,  
PRIOR TO YOUR DEPARTURE!*  
Thank You!

<p>Return Pages 1 thru 3 to the office along with your deposit Keep Pages 4 &amp; 5</p>
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