

PROCEDURE FOR RENTING DANCING WILLOWS CLUBHOUSE

1. Check availability on the [CALENDAR](#). Click on event to see the end time.
2. Print and fill out Rental Agreement.
3. Attach two checks to the Rental Agreement made out to Dancing Willows Metro District. **The checks must come from the resident.** One is for the rental amount (\$100 for a partial day or \$200 for a full day) and one for the \$350 damage deposit. The deposit check will be held until after the event and the clubhouse is left clean and in good condition. If all is well then your deposit check will be destroyed.

(NOTE: If your event is more than 80 days away, please date the deposit check with date of the event.)

4. Drop Rental Agreement with checks into the Drop Box at the front door of the clubhouse.
5. E-mail DWCHrental@gmail.com to notify the District that you have dropped off your contract and to put your event on the calendar.
6. To check that your reservation has been received and processed go to the calendar and look at the date you requested. You will see your reservation entered with the time of your event and your initials.
7. Three to four days before your event you will be sent a **PIN code** to the lockbox for the event duration date and time.