

RiFCA Clubhouse Rental Guidelines

River Forest Community Association
13506 Island Rd, Fort Myers, FL 33905
Email: rifcalife@gmail.com
Phone: 503-720-9782

Introduction

The River Forest Community Association (RiFCA) welcomes members to enjoy the use of the clubhouse for private and community gatherings.

These guidelines outline how to reserve the space, applicable rates, and what's expected to help ensure all events are safe, enjoyable, and respectful of our neighborhood.

Venue & Amenities

The RiFCA Clubhouse is located in the heart of River Forest. It offers a comfortable, air-conditioned indoor space with kitchen access, tables, chairs, restrooms, and an outdoor area overlooking the river. The space is suitable for meetings, birthday parties, celebrations, and small receptions. Quiet hours begin at 10:00 PM, and all events must conclude by that time.

Rental Rates & Deposits

- Rental Rate: \$100 per hour
- Deposit: \$250 (due at booking)
- Refundable Portion: \$150 (returned after inspection if the clubhouse is left in pre-event condition)
- Payment: The rental fee is due in full at least 10 days before the event date.

Members who have maintained two consecutive years of RiFCA membership may be eligible for a discount on rental rates.

Please inquire at the time of booking for details.

Policies & Responsibilities

- Access to the clubhouse begins at the scheduled start time and ends at the agreed-upon finish time.
- Quiet hours begin at 10:00 PM; doors are locked promptly.
- The lessee is responsible for cleaning up, removing trash, and restoring the clubhouse to its original condition.
- Any damages, excessive cleaning, or failure to follow policies may result in forfeiture of the deposit.
- Alcohol may be served responsibly; the lessee assumes all liability for guests and activities.
- All vendors (e.g., caterers, DJs) must carry liability insurance and provide a certificate

naming RiFCA as an additional insured.

- The lessee must provide proof of event insurance within 10 days of signing the agreement.

Frequently Asked Questions

****Q: Can I use the clubhouse for any event?****

Yes. The clubhouse may be used for private gatherings, meetings, receptions, or community events, provided they comply with RiFCA policies.

****Q: How do I reserve a date?****

Contact rifcalife@gmail.com with your event details (date, start time, end time, and purpose). Your reservation will be confirmed once your deposit is received.

****Q: Is my deposit refundable?****

\$150 of the \$250 deposit is refundable if the clubhouse is left in pre-event condition and all rules are followed.

****Q: Are pets allowed?****

No pets or animals are allowed inside the facility unless approved explicitly by the RiFCA Board.

****Q: Do I need insurance?****

Yes. All renters must carry liability insurance of at least \$1,000,000 per occurrence and list RiFCA as an additional insured.

Vendors & Deliveries

All outside vendors (such as caterers, musicians, or rental companies) must provide proof of insurance and coordinate deliveries and setup within the booked hours. RiFCA and its volunteers cannot accept deliveries or store items on behalf of renters.

Booking Process

1. Email rifcalife@gmail.com with your event details: name, phone number, date, start and end times, and event type.
2. You will receive confirmation and a copy of the rental agreement.
3. Submit your \$250 deposit to hold the date.
4. Full payment of rental fees is due 10 days before your event.
5. Provide a certificate of insurance naming RiFCA as additional insured.
6. After your event, an inspection will be completed, and your refund (if applicable) will be processed.

Payment Information

Payments may be made by check payable to “River Forest Community Association” or through other approved electronic methods.

Please get in touch with rifcalife@gmail.com for current payment options and mailing details.

Questions or Changes?

For questions, schedule changes, or cancellations, please email rifcalife@gmail.com or call 503-720-9782.

For public event or wedding rentals, please visit [\[SWFLevenspace.com\]\(https://swflevenspace.com\)](https://swflevenspace.com).

Approved by the RiFCA Board – October 2025 (Version 1.0)