



## Clubhouse Rental and Cleanup Agreement

The following rules and cleanup requirements are applicable to all Clubhouse Rentals. Before leaving the Clubhouse at the conclusion of a rental, the Homeowner signing this Rental and Cleanup Agreement must have complied with all of the items listed below.

### CLEAN UP CHECKLIST

- ✓ Remove any and all personal dishes
- ✓ Clean and store all Clubhouse dishes, etc.
- ✓ Clean refrigerator/remove leftover food
- ✓ Clean sinks and countertops in kitchen/bathrooms of spots and debris
- ✓ Clean tables
- ✓ Dispose of trash in trash receptacles and place receptacle on curb in
  - front of clubhouse
- ✓ Return folding tables and chairs to storage room/lock
- ✓ Storage room door outside is to be locked and not used except to store furniture.
- ✓ Storage Room off of Kitchen is not to be entered or accessed and remain locked.
- ✓ Place all furniture in original location
- ✓ Notice about use of Television: (Turn **Off** both the television and cable box)
  - Television has basic cable and any damage or misuse of the television or cable box will require the renter to be liable for the replacement of the television, remote controls, cable box and the hanging of the television and all components at current market cost.
- ✓ Close and lock windows
- ✓ Turn off all lights and fans
- ✓ Lock all doors. Double-check all doors
- ✓ Make sure bathroom doors are locked
- ✓ Pick up all trash outside clubhouse
- ✓ Assure that all furniture, counters and clubhouse belongs remain and in good condition (as you found it)
  - Please make a note of any broken or damaged items found during your use.
- ✓ Return **Thermostat** to appropriate Seasonal Temperature as posted on thermostat.

### RULES FOR DECORATING

Do not use tacks or nails anywhere. Do not use tape on the walls. Paint safe tape may be used on woodwork but make sure you remove it.

If using helium balloons during parties make sure none remain after the party and none are stuck on the ceiling or in the ceiling fans.



## Clubhouse Rental and Cleanup Agreement

### GENERAL GUIDELINES

The Clubhouse is a NO SMOKING facility. Smoking in the Clubhouse will result in the imposition of a \$ 500.00 fine.

Clubhouse hours are 9 a.m. to 2 a.m.

Everyone using the Clubhouse is expected to comply with the rules of this Maintenance Agreement. By signing below, the homeowner agrees to comply with this Maintenance Agreement and further assumes responsibility for all damage to the Clubhouse occurring during this rental. The homeowner signing below understands that failure to complete any required maintenance or cleanup item will result in forfeiture of all of the rental deposit. In addition, the homeowner understands that the cost of repairing any damage to the Clubhouse occurring during or as a result of this rental will be billed to the homeowner and must be paid by the homeowner. Any such unpaid costs may be assessed against the homeowner and may become a lien against such homeowner's real property.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date and hours of rental

\_\_\_\_\_  
Broad Member/Clubhouse Committee Representative

\_\_\_\_\_  
Date

**Area below to be completed by Board Member/Clubhouse Committee Representative:**

Checklist review after Rental completed by: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Return all of Deposit: Yes or No

If No, Why and what needs to be cleaned repaired or replaced:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_