

## Conditions for Clubhouse Usage (Return with Usage Agreement)

1. Member must be in good standing and must attend the event
2. Rental Fee and Security Deposit must be paid in advance.
3. The Deposit will be **RETAINED IF CLUBHOUSE IS NOT CLEANED** or any of the following conditions are not complied with. If clean-up costs or damages exceed the amount of the deposit, the resident who reserved the clubhouse **SHALL BE LIABLE FOR ADDITIONAL CHARGES**
4. The key may be picked up the last business day preceding the event.
5. A walk-through must be performed prior to use with the Manager or a Board representative.
6. Noise must be kept within the confines of the facility.
7. No birdseed, rice, glitter, or other confetti may be thrown.
8. **DO NOT SLIDE FURNITURE.**
9. Furniture must be returned to its original position or **DEPOSIT WILL BE FORFEITED.**
10. Abrasive tape or tacks may not be used on walls, ceilings, or fireplace.
11. Office furniture and other accessories shall not be moved or rearranged.
12. The member is fully responsible at all times for their guests and the condition of the facility.
13. **POOL PARTIES ARE NOT ALLOWED.** Access to the back door is for emergency only. \_\_\_\_\_

### REQUIREMENTS INCLUDE, WITHOUT LIMITATION, THE FOLLOWING:

Member Initial:

Mgmt. Initial

_____ All floors <b>MUST BE</b> mopped, rugs vacuumed, and furniture dusted	_____
_____ Floors, furniture, countertops are free of crumbs, spills, stains	_____
_____ All trash is emptied and <b>HAULED AWAY FROM PREMISES</b>	_____
_____ New can liners are placed in the receptacles	_____
_____ All restrooms are in proper order, cleaned, flushed, etc.	_____
_____ Furniture is in proper position. No scratches or damage.	_____
_____ Floors must not be scuffed or scratched.	_____
_____ All decorations, flowers, signs, etc. will be removed.	_____
_____ Porches must be clean and all garbage removed.	_____
_____ <b>ALL</b> lights and fans shall be turned <b>OFF</b> .	_____
_____ <b>CLUBHOUSE THERMOSTAT:</b> The thermostat must be turned <b>OFF</b> after the event, EXCEPT during winter months when there is a possibility of freezing temperatures. In this case, <b>HEAT</b> should be left on its lowest setting. Check with Manager.	_____
_____ <b>KEY MUST BE RETURNED IMMEDIATELY AFTER EVENT.</b>	_____
_____ <b>ALL DOORS MUST BE LOCKED AND BUILDING SECURE.</b>	_____
_____ <b>Failure to comply with any of these conditions will result in the deposit being FORFEITED.</b>	_____

**The Association reserves the right to refuse the usage of the facilities for any purpose it deems to be detrimental to or not in the best interests of its members. It further reserves the right to refuse the usage of the facilities on any dates and at any time deemed inconvenient.**

**The Member is responsible for all persons who attend the event for which the clubhouse is used. The breach of violation of any condition set forth herein may result in the loss of the Security Deposit, the imposition of liability, and/or denial of future use of the Clubhouse.**