

CLUBHOUSE USE REQUIREMENTS

Thank you for choosing our Clubhouse to host your event. No subletting is allowed. The renter identified on the Rental Contract must be present at the event until the Clubhouse is vacated. In order to maintain the facility, we expect you to conform to the following requirements:

1. You may use all the tables, chairs, kitchenette appliances and electric drink cooler. Do not put any ice in the electric drink cooler. You will be required to clean and return the tables and chairs to storage the way you found them and clear out any appliances used.
2. Use only scotch tape, clear packing tape or ONLY REMOVABLE Sticky Dots to secure decorations to any painted surfaces. No staples, thumbtacks or nails are permitted on any surface. COMMAND stick-on products may ONLY be used on tile surfaces. Do not attach anything to the ceiling tiles, ceiling fans, window blinds or Emergency Exit signs. Do not remove any Clubhouse property from the walls. You will be expected to carefully remove all your mounting products along with the decorations. Paint damage will affect your Damage/Hold Deposit refund.
3. NO glitter, confetti, rice or birdseed.
4. You may contract to have a personal message on the front marquee. Consult the Clubhouse Manager for fees and to make arrangements.
5. All parking must be on the Clubhouse grounds. No parking at the church across the street.
6. Music and noise must be kept at a reasonable level. Outside activities must conclude by 9:00 pm (Fri/Sat) or 7:00 pm (Sun-Thrs). The Clubhouse is located in a residential neighborhood. Please be mindful of disturbing nearby residents. If the Renter's activities become a nuisance, the Renter will be required to vacate the premises and all fees paid will be forfeited.
7. No smoking in the Clubhouse. Smoking outside is allowed. Cigarette butts must be disposed of in the receptacles provided.
8. In the event of a Clubhouse facility problem, consult the list of contact numbers posted in the kitchen.
9. **YOU WILL BE REQUIRED TO ENSURE THE CLUBHOUSE IS CLEAN AFTER YOUR EVENT.** This includes sweeping the floors, the bar and countertops are clean, emptying trashcans, checking bathrooms, etc. You will be given a post-event Checklist when you receive your Clubhouse access key. Return of your Damage/Hold Deposit will be contingent on all the items on that list being completed to the satisfaction of the Clubhouse Manager.

Once again, thank you for choosing our Clubhouse. We hope you have a wonderful event.

I have received a copy of these requirements.

Renter's Signature

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