

THE GREENE HOME OWNERS ASSOCIATION
GREENE HOA CLUBHOUSE RENTAL AGREEMENT

----WHO CAN RENT THE CLUBHOUSE?----

The Greene clubhouse is for the use of Greene Home Owners Association (GHOA) members and their guests, and for official business of the GHOA. Clubhouse reservations will be accepted on a first come, first served basis for all **Greene property owners with current HOA fees, and lease tenants whose landlord's HOA fees are current.** Minors under the age of 18 are not allowed to rent the clubhouse without a minimum of one adult member present for the event. **Clubhouse rental does not include use of the swimming pool** (see Pool Rules).

----HOW TO RENT THE CLUBHOUSE? ----

Contact the Clubhouse Chairman by email to reserve the clubhouse, and make rental fee and security deposit arrangements.

Contact Clinton Franklin, Clubhouse Chairman, clubhouse@thegreenehoa.com

----DIRECTIONS FOR COMPLETING THE RENTAL AGREEMENT----

Initial the space provided beside each numbered item to indicate that you understand and agree to follow all stipulations and requirements set forth for each item. Complete and sign the last page of this document. Give the initialed and signed 5-page document to the Clubhouse Chairman to be kept on file.

1. Rental Fees: \$100.00 per day, plus a \$100.00 Security Deposit

- **Payment of the \$100.00 Rental Fee & the \$100.00 Security Deposit must be in two separate checks money orders written to "The Greene HOA". The two checks or money orders, along with this 5-page Rental Agreement, initialed and signed, must be received by the Clubhouse Chairperson a minimum of 72 hours prior to the reserved date, unless other arrangements are made, to prevent cancellation of the reservation.**

- Clubhouse rental includes the use of the patio, patio tables, and grill.
- The **maximum capacity** inside the clubhouse is **50 people**, as determined by City Code.

- The \$100.00 security deposit will be refunded after the scheduled event if:
 1. The clubhouse is clean and no GHOA property is damaged or missing, either inside or outside of the clubhouse. **Report any existing clubhouse damage(s) or unacceptable cleanliness conditions to the Clubhouse Chairman prior to your event.**
 2. All initialed rental stipulations on this Rental Agreement have been followed.
 3. Items listed in #7, “**GHOA Clubhouse Clean-Up Checklist**” are completed by **8:00 am on the day after the rental.**
 4. Items listed in #8, “**After the Event, BUT Before Leaving the Clubhouse Checklist**” are completed on the rental day when the event is over (see #3 Clubhouse Hours).
- The Clubhouse Chairman or Chairman’s designee will check the status of the clubhouse no later than **10:00 am the day after the reservation.** If the rental agreement has been followed and no damage or loss has occurred, the \$100.00 security deposit will be refunded to the resident by the Clubhouse Chairman, or the property management company.

2. Cancellation of a Reservation:

- Clubhouse reservation cancellations must be made by contacting the Clubhouse Chairperson a **minimum of 48 hours prior to the reservation date.** If the reservation **is not cancelled 48 hours prior,** then the person reserving the clubhouse will **forfeit the \$100.00 clubhouse rental fee.** The \$100.00 security fee will be refunded to the resident by the Clubhouse Chairman or by the HOA property management company within 10 days via mail.

3. Clubhouse Hours: Sunday - Thursday: 8:00am-10:00pm
 Friday - Saturday: 8:00am-11:00pm

4. GHOA Member/Resident Responsibilities:

The Greene HOA member or resident is responsible for the actions of their guests, and **loss or damage to GHOA property, both inside and outside of the clubhouse.** **If damage occurs,** the \$100.00 security deposit will be held until a decision regarding the damage is reached by the Greene Board of Directors. The

member or resident will be notified of the date of the Board of Directors' discussion of the incident, so she/he can be present for the meeting.

- Loud noises or disorderly conduct requiring police involvement can result in a forfeiture of the security deposit, and potential loss of future clubhouse usage. The member/resident renting the clubhouse is responsible for any fines imposed by the city.
- **NO SMOKING IN THE CLUBHOUSE AT ANY TIME!!**
- **Hot Water** – The hot water switch is located in the metal box on the back wall of the kitchen. Turn it **ON when you arrive** to insure that hot water is available, and turn it **OFF when you leave** the clubhouse.
- Clubhouse tables & chairs are for **INSIDE use ONLY**, and are not to be taken outside.
- **Vehicles ARE NOT allowed to be driven on the GHOA grounds.** A cart and dolly, located in the kitchen, are provided for transporting food & supplies to the clubhouse from the street.
- If damage occurs during your event, immediately contact the Clubhouse Chairman (phone numbers in green folder in the clubhouse).

5. Decorations:

- Confetti, rice, crazy string, etc., are **not to be used in or around** the clubhouse.
- No holes are to be made in the clubhouse walls, door facings, etc.
- All decorations are to be removed no later than 8:00 am on the day following the event. If they are not removed, they will be discarded.

6. Use of Commercial or Rented Equipment on GHOA Property

- The use of commercial or rented equipment on GHOA property must be approved by the Greene Board of Directors prior to the event.

7. GHOA Clubhouse Clean-Up Checklist

The Greene member/resident will complete the following clean-up requirements in the clubhouse **no later than 8:00 am on the day after the reserved event**, or risk forfeiture of the security deposit.

The clubhouse provides cleaning supplies, paper towels, and trash bags located under the kitchen sink and in a kitchen cabinet next to the sink. Restroom cleaning supplies are located under the sink in each restroom.

- _____ Place the dolly, cart, mop, and vacuum cleaner in their proper places in the kitchen.
- _____ Clean the kitchen counter, sinks, refrigerator, stove, microwave etc.
- _____ Clean the women's & men's restrooms.
- _____ Wet mop the kitchen, hallway, both bathrooms, & floor by the fireplace.
Rinse out the mop and hang it back on the wall by the refrigerator.
- _____ Empty all trash cans & put new bags in them.
- _____ Vacuum all carpeted areas & the bathroom hallways.
- _____ If you use the fireplace, put the fire out completely.
- _____ Check all areas around the outside of the clubhouse, and pick up cans, bottles, cigarette butts, food, paper, balloons, etc.
- _____ Used kitchen towels or wash cloths belonging to the GHOA Clubhouse are to be placed in the small labeled container located on the shelf across from the refrigerator.

8. After the Event, BUT Before Leaving the Clubhouse Checklist

When the event is over, the Greene member/resident renting the clubhouse **assumes responsibility to do the following before leaving the clubhouse**, or risk a forfeiture of the security deposit.

- _____ Turn the **hot water switch OFF**.
- _____ If used, turn the **air conditioner OFF**.
- _____ If used, set the **heater thermostat to 50 degrees**.
- _____ **Close all blinds.**
- _____ Set the **refrigerator to 3**.
- _____ Remove all bagged trash from the clubhouse.
- _____ **Lock all doors: place locking pin & wood strips in sliding glass doors**, and Lock the door next to the kitchen.
- _____ **Turn off all lights & fans** inside the clubhouse. The outside lights stay on automatically.

_____ **LOCK THE PROPERTY GATE ON CARRIAGE WAY!**

I HAVE READ AND UNDERSTAND THE GREENE HOME OWNERS ASSOCIATION "CLUBHOUSE RENTAL INFORMATION & AGREEMENT". I AGREE TO COMPLY WITH ALL OF THE RULES AND STIPULATIONS SET FORTH IN THE DOCUMENT EACH TIME I RENT THE CLUBHOUSE. IF MY GUESTS AND I DO NOT COMPLY, THEN I WILL FORFEIT MY \$100.00 SECURITY FEE, AND RISK THE POSSIBILITY OF LOSING THE PRIVILEGE OF FUTURE USE OF THE CLUBHOUSE.

Today's Date: _____

GHOA Member/Resident's Name (print) _____

GHOA Member/Resident's Signature: _____

Address: _____

Contact Phone Number(s): _____

Email: _____
