

County Downs Homeowners Association

Clubhouse Rental Agreement

Rental Fee: \$50 for 4 hours and \$100 for all day (non-refundable)

General Rules: The Clubhouse is for the exclusive use of the County Downs Homeowners Association members in good standing with the association, i.e., are current in association dues and have no outstanding violations. All users and guests understand that use of this facility is at their own risk. The on-duty officer for the month of the reservation will handle all inquiries. The on-duty officer is listed on the website “Home” page at the bottom.

All guests must adhere to the County Downs Homeowners Association rules and regulations as stated in the association bylaws and covenants and cannot interfere with the rights or comforts of other residents. All music must be turned off and all guests must be inside by 10pm Sunday-Thursday, and 12am Friday and Saturday. Children are the responsibility of parents or legal guardians and must be supervised while on the property.

All activities must be confined to the association owned common areas. Please do not go onto the private yards bordering the lake front. Any damages to the property will be charged to the member’s account.

Fireworks are not permitted in or on any common areas except at the sole discretion of the board of directors. Please contact a board member if you wish to have fireworks.

Reservations: Reservations can be made on the website in advance. Payment must be made on or before the due date on the invoice for the reservation. If payment is not made in time, the reservation may be removed from the calendar by a board member or officer.

Additional charges may be made on the member’s account if violations are determined. Violations include but are not limited to; failure to address all items on the attached “Cleaning Checklist”, damage to furniture, floor, windows, etc., unruly behavior causing the police to be called or a nuisance to neighbors. The building will be inspected by the officer on duty after the event. If issues are discovered, the officer will contact the individual who booked the reservation to address the issues.

Building Access: A key will be made available by the on-duty officer prior to your event. You will need to pick it up from them and return it to them after your event. Payment for the reservation must be made before a key is issued. Early entry is at the discretion of the on-duty officer. A signed Clubhouse rental agreement will be required prior to the issuance of a key. In rush situations, entry into the clubhouse will be assumed as acceptance of the rental agreement.

Water Main: You will need to turn on the water main located in the northeast corner of the kitchen. Please shut it off when your event is over to prevent potential water leaks.

Thermostat Instructions: The thermostat has been preprogrammed to 55 degrees in the winter and 80 degrees in the summer to save on our utility bills. Depending on the outdoor temperature, you may need to adjust it prior to your event to have the temperature where you want it when your event starts. Set as soon as possible on the day of your event to allow time to adjust to the desired temperature. To avoid messing up the programmed settings, please follow these directions. **DO NOT DEVIATE FROM THEM.**



1. Make sure the **Fan** slider is set to Auto and the **System** slider is set to Cool or Heat.
2. Use the **UP** and **DOWN** arrows highlighted in yellow to set the thermostat to the desired temperature, then press the **Hold** button that is highlighted in blue. This will keep the temperature at that setting until you reset the thermostat.
3. If you need to adjust the temperature up or down, repeat step 1.
4. When your event is over, press the **Run** button highlighted in green to return the thermostat to its programmed settings.

PLEASE DO NOT PRESS THE SET BUTTON HIGHLIGHTED IN RED.

Other Notes: The Association supplies toilet paper, bathroom paper towels, trash bags, spray cleaner and floor cleaner. If any of these items are missing, please report it to the on-duty. If you want to use the fireplace, make sure the damper is open before starting a fire.

The Association Board of Directors reserves the right to bar your access to the Clubhouse if rules are not followed, with the forfeit of the rental fees.

I have read and understand the rules of the Clubhouse and agree to abide by them without exception. I understand, if the rules are not followed, I will forfeit the rental and/or deposit fee I paid.

In lieu of my signature, entry into the clubhouse constitutes my acceptance of this rental agreement.

✓	Tasks to Complete After Your Event
	Vacuum all floors and carpets.
	Remove all tape or fasteners used for decorations.
	Wipe down all countertops, tables, chairs and sinks, including bathrooms.
	Make sure your fire has been extinguished and the damper is closed.
	Pick up all trash from floors in all rooms used.
	Remove all trash created by your event and replace trash bags.
	Remove all your items including items in the refrigerator or freezer.
	Clean any appliances used, refrigerator, stove, microwave etc.
	Return folding tables and chairs to their racks in kitchen.
	Return any moved furniture to its original place (see pictures).
	Reset the thermostat to its preprogrammed setting (see instructions).
	Shut off the water main.
	Turn off water heater.
	Turn off all lights.
	Lock front and rear doors. Check the upper and lower pins on the fixed doors.
	Reinstall the wooden crossbar on the back double doors.
	Notify the on-duty officer that your event has ended and return the key.

Comment on any damage that occurred during your rental session:

Thank you for helping to keep our clubhouse neat and clean for the next neighbor holding their event here.

Rental Date(s) _____

Signature of Member _____ Date: _____

Inspected by: _____ Date: _____

RETURN FURNITURE AS SHOWN BELOW



RETURN BAR AND GAME TABLES AS SHOWN BELOW



RETURN CHAIRS AND TABLES AS SHOWN BELOW



CLEAN KITCHEN AND BATH AS SHOWN BELOW



SHUT OFF WATER VALVE* AS SHOWN BELOW



**Water valve is located at the northeast corner of the kitchen under the microwave table.*

TURN OFF WATER HEATER* AS SHOWN BELOW



**Breaker box is located on the north wall in the kitchen. Turn off circuit breaker #6, marked with red dot.*