

**WESTBURY VILLAGE CONDOMINIUM ASSOCIATION
CLUBHOUSE RESERVATION AGREEMENT**

Clubhouse Coordinator:

Jackie Cordle: Possumridgeemb@gmail.com

Name: _____ Phone (H): _____

Address: _____ Phone (W/C): _____

Email: _____

Date of Reservation: _____ Time: _____ AM/PM to _____ AM/PM

I hereby acknowledge my receipt and agreement to the terms of Appendix A of the Westbury Village Condominium Association Clubhouse Reservation Agreement and do hereby agree to abide by all rules and regulations as stated and understand that it is my responsibility to assure that my guests abide by these rules as well. I fully understand that all costs incurred or penalties assessed by the Association through the use of these facilities by me and/or my guests shall be billed to me directly for payment or through the assessment account, and that any additional balance due shall be paid by me upon presentation of a statement.

If you are a renter of a unit within Westbury Village, the Landlord/Owner does not need to be present during the event, however, Landlord/Owner assumes responsibility and must acknowledge and execute this Agreement.

I will have no more than _____ guests

Renting Party: _____ Date: _____

If applicable: Owner/Landlord: _____ Date: _____

Reservation Fee required: \$75.00 (non-refundable)

Clubhouse rental hours are 8:00AM to 12:00AM

All checks are to be made out to Westbury Village Condominiums

Check received by: _____ Check No.: _____

Inspected by: _____ Date: _____

WESTBURY VILLAGE CLUBHOUSE RESERVATION AGREEMENT

Appendix A

- A fee to reserve the clubhouse is \$75.00.
- The clubhouse must be left in good condition, clean, in order, and undamaged as specified in the rental agreement. Damages will be assessed against the signer of the rental agreement by way of liens and/or small claims court, or by billing directly.
- If there is an emergency, call 911. Then, call the property manager if there is property damage.
- Cleaning materials are located in the closet next to the phone booth.
- It is your responsibility to go over all the items in the clubhouse and note if any items are in disrepair upon entry/inspection.
- No tape is to be left on hooks and none placed elsewhere.
- Blinds are in working order and closed.
- Floors are to be swept, mopped, and vacuumed.
- Trash cans are to be emptied and new bags placed in them. The trash is to be placed in the trash bin, which may be found outside on the east side of the building. The bin is to be left closed. If all of your trash will not fit in the bin, take the extra with you, do not leave it.
- All doors are to be locked.
- No decorations are to be left in the clubhouse unless they are to be donated and arrangements have been made beforehand with the clubhouse chairperson.
- The bathroom toilets are all to be flushed.
- No food is to be left in the kitchen.
- The clubhouse is clean, undamaged, and in good order.
- The stove, sink, refrigerator, microwave, coffee pot, any utensils and dishes, and cabinets are clean.
- Furniture and accents are clean, undamaged, and properly located.
- If malicious damage is done to the clubhouse, rental privileges will be revoked.
- A \$25.00 an hour clean-up fee will be charged if cleanup is needed or furniture needs to be re-arranged.
- The signers on the rental agreement is responsible for anything broken.
- No smoking in the clubhouse.
- Keys must be left in the mail slot upon exiting the building. Keys not returned upon exiting the building are subject to a \$35.00 charge.
- The clubhouse is rented in “as is” condition. No upgrades or improvements will be made for any party as a condition of rental.
- Clubhouse rentals are limited to the Clubhouse only. The front yard of the Clubhouse and the pool area are **NOT** part of the clubhouse rental. Guests attempting to use these areas at any time will result in the potential for pool and Clubhouse rental privileges to be revoked.

I have read the above and agree to the terms noted therein.

_____ date _____ phone # _____
Renting Party Signature

_____ date _____ phone # _____
Landlord/Owner Signature (if applicable)

**WESTBURY VILLAGE CONDOMINIUM ASSOCIATION
CLUBHOUSE CLEAN-UP CHECKLIST- Appendix A**

Renter: _____ Date: _____

Address: _____

Kitchen:

- _____ Sink, stove, oven, microwave, refrigerator, and counters cleaned.
- _____ Garbage disposer run.
- _____ Kitchen floor swept and mopped.
- _____ NO food, beverages or bagged ice left.

Rooms:

- _____ Carpet and runners swept.
- _____ Furniture and accents clean, undamaged, and returned to original areas.
- _____ Folding tables and chairs cleaned and properly stored.
- _____ All decorations removed unless left as donation to clubhouse.
- _____ All doors and windows closed and locked.
- _____ Sliding glass doors have bars in tracks,
- _____ All tape or sticky tacky is removed (cannot use staples, nails, tacks).
- _____ All appliances, lighting, etc. turned off.
- _____ HVAC controls reset.

Trash:

- _____ All trash from kitchen, restrooms and building placed in cans outside building.

Restrooms:

- _____ Clean and toilets flushed.

Inspected by: _____ Date: _____