

Ashton Hall Homeowners Association Community Clubhouse Handbook



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Rules, Guidelines and Procedures

This shall be a living document/Handbook with updates and adjustments applied as needed.

Rules and guidelines are updated on a regular basis and delivered via the website to each owner. An electronic notice via PAMS will inform members that the Rules have been updated and to check the website for the latest adjustments.

- This handbook, policies and forms are located online at the community website <https://www.ashtonhallhoa.com>
- and in the PAMS owner portal at <https://pamsnc.cinccconnect.com>

Community refers exclusively to the Ashton Hall Homeowner community.

The Ashton Hall clubhouse is intended for the use and enjoyment of Ashton Hall Homeowners and Tenants occupying a dwelling in Ashton Hall whose name is on the current lease.

The clubhouse is the property of the Ashton Hall Homeowners Association and is for the exclusive use of its members who are in good standing with the Association.

- Good standing refers to those who are current in the payment of their assessments (including interest, late fees, and legal fees) and who are not in violation of any architectural guidelines or restrictive covenants.
- A Tenant may not rent the Clubhouse if the owner of the property is not in good standing with the Association.
- If damages occur to the facility, including furnishings and equipment therein or failure to return the property to its original condition after use, the expenses for such shall be charged to your account and payable as outlined in the covenants.

The following guidelines have been established to ensure maximum enjoyment of the facility by all members of the Ashton Hall Homeowners Community.

For the safety and security of the Association and its members, the Clubhouse is monitored by a 24-hour surveillance system.

- The Alarm System will automatically set at 9pm. Please be advised that the Homeowner is responsible for evacuating the premises before the security system is activated. If the alarm is set off, the homeowner will be responsible for consequences, which may include loss of privileges of access and/or the payment of fines levied by the authorities.
- Residents may access the Clubhouse with their amenities key card during times when the clubhouse is not reserved for exclusive use.

In the event of Private Reservations, signs will be posted outside of the connecting door between the Fitness Area and the Multipurpose Room as well as in the breezeway.

- ADA Ramp access is still available for use to those who need it, even during private events.
- The Fitness Area is accessible via the separate entrance when private events are taking place.
- The pool and patio area are excluded from any reservation and only accessible during the pool season.

Members in good standing with the Association may use/reserve the clubhouse and agree to comply with the following:

Pets are not allowed in the Clubhouse.

Firearms and weapons of any kind are prohibited in or on any of the Ashton Hall amenities.

Facility Use Guidelines

General Clubhouse hours of operation are 9am-8:30pm

In general, the Clubhouse is not intended to be a venue for regular professional and commercial solicitations. No event can be scheduled for personal financial gain.

- No Activity or event for which the Clubhouse is reserved may be advertised or publicized in a fashion to solicit the attendance of the public at large.
- To that end, no admission fees or charges of any kind whether at the door or in advance may be levied for any event scheduled in the Clubhouse.
- Please see section on Reservation Procedures for rental hours.

Capacity

According to local Durham County fire codes, the maximum number of people who can occupy the various clubhouse areas is noted below. Any functions over this limit will not be permitted.

- Entry/Breezeway Capacity = 15
- Multi-Purpose Room capacity = 65
- Fitness Area capacity = 35 (with Gym Equipment = 10)
- Loft Area capacity = tbd

Clubhouse Areas

The Multipurpose Room

The Clubhouse cannot be used for any unlawful purpose. The Association may refuse to reserve the facilities for any purpose it deems to be disruptive, inappropriate for a private community clubhouse, or detrimental to the best interests of the general membership.

Homeowners/Tenants that are found to be in violation of any of the described rules and guidelines will be subject to enforcements as outlined in the covenants. This includes but is not limited to fines and/or loss of Clubhouse privileges.

The Ashton Hall Clubhouse is available to Members for Community reservations and Private function rentals.

- Community reservations are for a set block of time reserved for use by any qualified member of the Ashton Hall community and is open for any member to attend.
- Private rentals are paid exclusive use reservations for specific allocated time periods.

Tenants must complete and submit (or have on file) a Homeowner Liability and Indemnification Agreement for both private and community rental reservations. If a Tenant desires to reserve the Clubhouse, both the Homeowner and the Tenant must submit a signed Homeowner Liability and Indemnification Agreement. Both must agree to the terms and regulations given in this Handbook. Both parties accept responsibility for any breach to the terms of the Agreement.

- Any event in the Clubhouse must be the Member's or Tenant's personally sponsored event. The Clubhouse shall not be reserved by a member or Tenant solely for the purpose of allowing non-members to use the Clubhouse.
- The reserving Homeowner/Tenant must be in attendance during the complete reserved block of time whether an event is a community or private reservation.
- The Homeowner shall be responsible for monitoring the conduct of all guests and hired personnel and shall be held liable for all damages resulting from the actions of his/her guests.

Absolutely no wet swim wear is allowed.

Smoking (including e-cigarettes or vaping) is not allowed.

No equipment belonging to the HOA (i.e. chairs, tables, utensils, supplies, etc.) should be removed from the Facility for any reason. The cost of any damage due to misuse or vandalism of equipment shall be the responsibility of the violating Homeowner.

Children under the age of 14 are not allowed in the Clubhouse without adult supervision. An adult is defined as a person 18 years of age or older.

If children are present at an event, there must always be at least one (1) adult present per five (5) children.

The pool and patio area are excluded from any reservation.

The Fitness Area

Hours of Operation: 6am - 8:45pm. Members will have access via keycard.

In general, there will be no access to the Multipurpose Room or restrooms for Fitness Area users after 8:30 p.m.

Guests are not allowed in the Fitness Area.

The use of this facility is at the user's own risk. Those with medical conditions should consult a physician prior to working out or using any of the equipment.

No one visibly under the influence, inhibited or drowsy from alcohol, drugs, or medication shall not use the equipment in the Fitness Area.

All children under the age of 18 must have adult supervision in the Fitness Area. Children under the age of 14 are prohibited from being in the Fitness Area.

Profanity or foul language, rough playing, abuse of equipment, unsportsmanlike conduct, or throwing of objects are prohibited.

All users must wipe off equipment, machines, benches etc. after each use. Paper towels and cleaning solution are provided in the Fitness Area for your convenience. Users are expected to comply with this rule for sanitation and as a courtesy to others.

Appropriate workout/exercise attire (including workout shoes) is required in the Fitness Area. **Absolutely no bathing suits or wet swim wear is allowed.**

It is recommended that users bring their own towels and remove them when leaving the area.

Do not drop weights on the floor or leave weights on seats or benches as the next user may not be able to handle or lift them. All weights should be returned to their respective racks after use.

Smoking (including e-cigarettes or vaping) is not allowed.

No food is allowed and no beverages in glass containers are permitted within the Fitness Area.

No pets are allowed in the Fitness Area.

Fitness doors may not be propped open at any time.

All electronic devices should be listened to with the use of earphones.

TV Utilization- Please refrain from generally inappropriate (non-family) or offensive programming. Turn off TV when leaving the Area.

During peak hours (M-F 4:30-6:30pm), equipment usage should be limited to 30 minutes if others are waiting.

Exercise Class slots can be reserved Mon-Thurs and are currently limited to 30 minutes in duration. No classes are to be scheduled during peak hours.

No equipment belonging to the HOA (i.e., weights, balls, bars etc.) should be removed from the Fitness Area for any reason. The cost of any damage due to misuse or vandalism of equipment shall be the responsibility of the violating Homeowner.

Users should place an out of order sign on any malfunctioning equipment and report to PAMS through the PAMS owner portal:

Instructions (The new PAMS owner portal is still being rolled out and subject to change):

- 1) From the Ashton Hall HOA website (<https://www.ashtonhallhoa.com/>) you may select "Contact Us" and be directed to login to the PAMS owner portal.
 - a) → <https://pamsnc.cinconnect.com>
- 2) Once you are logged into the PAMS owner portal, go to "My Items" and select "Submit A Request"
 - a) → <https://pamsnc.cinconnect.com>
- 3) Select "General Request" and choose type of request "Service Request"
- 4) Provide a detailed description of the issue and submit the form.

The Loft

The Loft may be reserved for Community events, but not for Private events.

Be advised that there may be simultaneous activity going on in the Multipurpose Room or Fitness Area during the reservation period.

Decorations

Decorations may not be glued, tacked, stapled, or nailed to the walls or furniture. Window coverings of any kind may not be placed on the windows or doors other than existing treatments.

- The use of confetti, glitter, sparklers, and open flame candles are prohibited.
- Balloons are permitted but care should be taken not to let them drift to the ceiling or become entangled in the ceiling fans.

Clubhouse furniture may be **moved but not removed** out of the area. It should be returned to its original location after use. Some pieces are heavy and should not be dragged to avoid damaging the floor. (Furniture sliders are available whenever adequate people are not available to lift the furniture). Taking a picture with your phone to establish location is recommended.

A Pre-check walk through will be conducted prior to your reservation to determine suitability.

Any issues should be addressed immediately with your Ashton Hall Clubhouse Committee attendant followed by contacting PAMS.

Cleaning

Clubhouse users must clean the clubhouse before departure according to the Clubhouse Cleaning Checklist.

- Please Keep in mind two or more events may be scheduled back-to-back in the Clubhouse and it is therefore necessary for every reserving homeowner to leave the facility generally clean so that it can be turned over in a timely manner. Failure to do so may result in an assessment to cover any extra cleaning cost that is required.

In general, you must remove all trash, debris, decorations, and event paraphernalia at the end of your event. Return all furniture including tables and chairs to their original placement.

- Counters, tabletops, and chairs should be wiped down.
- All furnishings including books, pillows, games, tables, chairs, etc. must be returned to their original position at the end of the reservation time.
- All trash receptacles should be emptied, and trash removed.

Cleaning supplies (i.e., paper towels, dish/cleaning liquids/sprays, sponges, extra trash bags) ARE NOT supplied for reservations. You must bring your own.

Alcohol Consumption

Only beer and wine may be served.

- No one under the age of 21 is allowed to consume alcohol on the premises.
- No alcoholic beverages may be consumed outside on the premises of the Clubhouse or in the parking lot.
- Reference: <https://www.ncdps.gov/our-organization/law-enforcement/alcohol-law-enforcement/game-nights>

Gambling

No Gambling of any type is allowed on Ashton Hall Homeowner Association property.

- NOTE: *Gambling comes in many forms, such as illegal lotteries, gaming, bingo and raffles (i.e., Monte Carlo nights, racing pools, video poker, etc.). North Carolina law states that it is illegal for any person or organization to operate a game of chance or to play or bet on any game of chance that involves winning money, property or anything of value. Violators shall be guilty of a Class 2 misdemeanor. GS 14-292.*
 - **Reference:** §14 (Article 37) Lotteries, Gaming, Bingo and Raffles: https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_14/Article_37.pdf
 - NC Department of Safety Laws and Rules website: <https://www.ncdps.gov/our-organization/law-enforcement/alcohol-law-enforcement/laws-and-rules>

Noise

Music must be kept to a moderate level. The Clubhouse windows and doors must always remain closed. Music is not allowed outside. Excessive noise, abusive or otherwise unacceptable behavior resulting in complaints will not be tolerated and may result in an immediate cancellation of your event and forfeiture of your rental fees.

The reserving homeowner is to ensure that all guests leave the premises in a quiet and orderly fashion. Shouting or loud behavior is not acceptable.

Parking Restrictions and Towing

- Loitering in the parking lot, outside the clubhouse, or in the street after the function is not allowed.
- Towing is strictly enforced after closing.
- NOTE: *It is important to be mindful of resident's property when parking on the street. Do not block entrances, driveways, mailboxes, or hinder traffic flow in any way. The cul-de-sac provides for overflow parking if needed.*

Reservation Procedures

Reservation Portal How To

To reserve the Clubhouse, contact PAMS at

- a) → <https://pamsnc.cinconnect.com>
- b) → <https://pamsnc.cinconnect.com>

PAMS OWNER PORTAL

Submit clubhouse requests and supporting forms online:

<https://pamsnc.cinconnect.com>

FIGURE 1: PAMS PORTAL -- SUBMIT REQUEST

1. View the Ashton Hall Clubhouse Event Calendar to see if your date is available.
2. After checking for availability, submit a completed Reservation Request/Form to PAMS along with any applicable rental fees. Fees may be paid with a credit/debit card or charged to your PAMS account.
3. A Homeowner Liability and Indemnification Agreement must already be on file or completed at the time of reservation.
4. The reserving member will receive an email confirmation finalizing the reservation once all required forms and applicable fees have been received by PAMS. The HOA goal is to respond within three business day of receipt of the completed application.
5. The request date will not be considered permanent until the reservation form, Homeowner Liability and Indemnification Agreement and any applicable fees have been received by PAMS.

PAMS must verify Member or Tenant's name, address, phone number and email address. Note that PAMS must also verify that assessment accounts are current to finalize reservations of the clubhouse.

The Clubhouse may be reserved on a first come-first served basis by the owners provided the following procedures, rules and guidelines are observed. Non-compliance with the procedures rules and guidelines may result in fees being assessed. Violations may also result in the loss of the right to use the facilities for future events.

Reservation Hours

Recreational facilities will NOT be closed if your event is during regular operating hours.

The Clubhouse is open for reservations Sunday – Thursday 9am – 9pm and Friday & Saturday 9am – 10pm.

Clean up must be completed and the premises evacuated by the end of your reservation period.

Reserved time blocks include time to be used for set-up, decorating, preparation, take down, kitchen clean-up, and trash removal.

- Time slots of 3 to 4 hours or 5 to 6 hours are available Sunday – Thursday
- Time slots of 3 to 4 hours or 5 to 7 hours are available Friday & Saturday
- All day (9am – 9pm/10pm)
- Social Committee sponsored events are excluded from time block restrictions.

All reservations whether community or private must be done on the website and submitted a minimum of least 15 days in advance (Community) or 30 days in advance (Private). Reservations for recurring events may only be booked for a 2 month/60-day time frame in advance.

The requested date will not be considered permanent until all required information (i.e., the reservation form, rental fee, Homeowner Liability Form, etc.) has been received. The reserving member will receive an email confirmation from PAMS finalizing the reservation.

Clubhouse reservations are done on a first come, first served basis. To allow for maximum use, Community recurring events may only be scheduled Monday through 2pm Friday.

For your convenience, additional tables and chairs are available per request on your reservation form. Quantity needed must be requested ahead of time.

- ☐ (4) 6' rectangular folding tables
- ☐ (6) 48" round folding tables
- ☐ (50) Folding Chairs

All reserved events must have a guest sign in sheet completed. This sheet should be left with the post event checklist.

A Clubhouse Representative will schedule and conduct a Pre-check and Post-check walk through prior to and at the end of your Private Event reservation.

At the end of the Community Event reservation, the Homeowner/Tenant should Sign the Cleaning Checklist and leave in the designated area.

All events must end by 9pm Sunday-Thursday and by 10pm Friday-Saturday. Cleanup must be completed, and the premises evacuated by the end of your reservation period. No exceptions allowed. Loitering is not permitted.

Private Event Reservations

Each reservation will be assigned a Clubhouse Committee member for pre-check and post-check inspection walkthrough.

To allow for maximum use, morning time slots are between 9am and 2pm and afternoon/evening time slots are between 3pm and 9pm/10pm. All Day 9am – 9pm/10pm

- A \$25 nonrefundable application fee is required for all Private Rentals
- Private Clubhouse rentals are for a block of reserved time (a minimum of 3 hours) between:
 - a) 9am – 2pm (up to 5 hours) OR
 - b) 3pm – 9pm/10pm (up to 6 hours Sunday – Thursday OR up to 7 hours Friday & Saturday)
 - c) 9am – 9pm/10pm (All day 12 hours OR Friday & Saturday 13 hours)
- Private Rental Fees (\$50 per hour):
 - 3 hours \$150/ 4 hours \$200/ 5 hours \$250/ 6 hours \$300/ 7 hours \$350 Friday & Saturday
 - All day: 12 hours \$600 Sunday - Thursday / 13 hours \$650 Friday & Saturday
- The following major holidays are considered Premium Reservation dates: Add \$50 for Premium Reservation Dates

○ New Years' Eve (12/31)	○ Labor Day Weekend (Fr-Mo)
○ New Year's Day (1/1)	○ Halloween (10/31)
○ Super Bowl Sunday	○ Thanksgiving Weekend (Th-Su)
○ Easter	○ Christmas Eve (12/24)
○ Memorial Day Weekend	○ Christmas Day (12/25)
○ 4 th of July	
- Private Reservations with less than a 30 days' notice are considered a "Rush Reservation" and carry an additional \$35 reservation fee.
- Notice of Cancellation with a full refund requires a minimum of a 14-day notice. Cancellations with less than 14 days will be subject to a 50% cancellation fee.
- Failure to promptly pay for damages may result in collection methods in accordance with Ashton Hall HOA governing documents and due process procedures.
- Failure to return or locate a remote control is the cost of replacement.
- Any event in the Clubhouse must be the Member's or Tenant's own event. The Clubhouse shall not be reserved by a member or Tenant solely for the purpose of allowing non-members to use the Clubhouse.
 - The reserving Homeowner/Tenant must be in attendance during the complete reserved block of time for private reservations.
 - The reserving Homeowner shall be responsible for monitoring the conduct of all guests and hired personnel and shall be held liable for any and all damages resulting from the actions of his/her guests.

Your Clubhouse Representative will arrive ~15 minutes prior to when your event is scheduled to end for your post check inspection. If you will finish sooner, please call to let them know.

- A pre-check and post-check rental inspection will be conducted by an authorized representative of the Ashton Hall Clubhouse Committee accompanied by the reserving

homeowner. Any issues should be addressed immediately either with your Ashton Hall Clubhouse Committee attendant or PAMS. Any irregularities or damages should be documented at this time.

- Both parties must sign the Inspection Sheet. The signed Inspection Sheet is retained by the Management Company.
- You will be contacted 48 hours before your event with the contact information of your Ashton Hall Clubhouse Committee attendant.

✓ *See Private Event Reservation Application for more details.*

Community Event Reservations

- **There are no General Usage Fees to members for Community Event reservations.**
- To allow for maximum use, Community recurring events may only be scheduled weekdays, Monday through 2pm Friday.
 - Time slots of 2 to 4 hours or 5 to 6 hours are available Sunday – Thursday
 - Time slots of 2 to 4 hours are available Friday before 2pm
- The reserving Homeowner/Tenant must be in attendance during the complete reserved block of time for private reservations.
- Failure to return or locate a remote control is the cost of replacement.
- Social Committee sponsored events are excluded from time block restrictions.

✓ *See Community Event Reservation Application for more details.*

Appendix

Security Deposit Addendum

Please note that any security deposit is a fee to cover damages and/or cleaning if the clubhouse is not returned to proper condition. This fee could vary based on the severity of the cost to cover the necessary restorations needed for the clubhouse after your rental.

We will not require this fee up front at the time of your rental; however, any restorations needed to the facilities, or its contents will be charged to the homeowner after your rental is complete and will be billed to your account directly.

The homeowner's signature acknowledges and accepts the terms of this addendum. These terms include leaving the clubhouse in its present state of cleanliness after your rental. The homeowner agrees to return the property in the same condition or better or pay a restoration fee to cover HOA costs for having the property professionally cleaned/ repaired.

Forms

Forms and checklists can be downloaded from the Ashton Hall Homeowner Association website or the PAMS owner portal

- <https://www.ashtonhallhoa.com/forms/>
- <https://pamsnc.cinconnect.com>
- <https://pamsnc.cinconnect.com>
- <https://pamsnc.cinconnect.com>

Available Forms:

- 1) Homeowner Liability and Indemnification Agreement
- 2) Private Event Reservation form
- 3) Community Event Reservation form
- 4) Community Fitness Area Reservation form
- 5) Private Event Sign-in sheet
- 6) Community Event Sign-in sheet
- 7) Pre-check & Post-check Inspection – Multi-Purpose Room

Form: Homeowner Liability and Indemnification Agreement

HOMEOWNER LIABILITY & INDEMNIFICATION AGREEMENT

Ashton Hall Homeowner Association (HOA) - 15 Palmetto Circle, Durham NC 27703

Property**Address:** _____

Street

City

State

Zip Code

This release is intended to discharge, in advance, the Ashton Hall Homeowners Association and its officers, directors and agents, from any and all liability arising out of or connected in any way with the rental of the Ashton Hall Clubhouse.

I, the homeowner, have read and fully understand all information in the Ashton Hall Homeowners Association Clubhouse Handbook on facility usage, policies as it pertains to the rules, regulations, rental rates, security deposits/addendum and cleaning procedures and hereby agree to comply with them fully.

_____ Homeowner Initials (Required)

_____ Tenant Initials (If applicable)

It is further understood that Ashton Hall Homeowner's Association will not be held liable for any accidents, or injuries occurring to persons in attendance at this event. Therefore, I hereby release and agree to indemnify and hold harmless the Association, its agents, officers, directors, and members from any and all liability, actions, damages and claims of any kind and nature whatsoever.

_____ Homeowner Initials (Required)

_____ Tenant Initials (If applicable)

These claims include but not limited to liability actions, damages and claims caused by or arising from the negligence of the Ashton Hall Homeowner's Association, its agents, officers or members for injury, harm or damages to my person or property that may arise or occur during or in connection with my rental or use of the Ashton Hall Clubhouse.

_____ Homeowner Initials (Required)

_____ Tenant Initials (If applicable)

In the event of any damage to the facility, grounds, Clubhouse equipment or furnishings during usage, or failure to restore the facility to satisfactory condition following usage, the undersigned name below agrees to be responsible for such damage as determined by the Association.

_____ Homeowner Initials (Required)

_____ Tenant Initials (If applicable)

Homeowner agreement for Tenant Rental of Ashton Hall Clubhouse

- I have read the Ashton Hall HOA Clubhouse Handbook rules, policies, and cleaning checklist for Clubhouse reservations found online at <https://www.ashtonhallhoa.com> or the Cedar Management Group portal.
- I agree to abide by them as written. I understand that I am liable for damages and fines that may be assessed.
- **Security Deposit Addendum:** The homeowner agrees to return the property in the same condition or better or pay a restoration fee to cover HOA costs for having the property professionally cleaned or repaired.

Date: _____ **Agreement Effective Dates (start – end):** _____**Homeowner Name:** _____**Homeowner Signature:** _____**Tenant Name:** _____**Tenant Signature:** _____

Form: Private Event Reservation

PRIVATE EVENT RESERVATION FORM

Ashton Hall Homeowner Association (HOA) - 15 Palmetto Circle, Durham NC 27703

Date: _____ Name: _____
☐ Homeowner / ☐ Tenant (Please print full name)

Address: _____
Street City State Zip Code

Cell#: _____ Home#: _____ Email: _____

Event Information: Room Requested: ☐ Multi-Purpose Room

Date of Event: _____ (Reservations may occur between ☐ 9a-2p or ☐ 3p-10p)

Reservation Duration: ☐ 3 Hours ☐ 4 Hours ☐ 5 Hours ☐ 6 Hours ☐ 7 Hours (Fri & Sat) ☐ All day

Reservation (includes time for setup & cleanup): Start time: _____ End time: _____

Purpose/Activity: _____

Usage of Items: ☐ #Folding Chairs _____ ☐ # Round Tables _____ ☐ # Long Tables _____
☐ Projector (\$25 usage fee)

Will beer or wine be served? ☐ Yes ☐ No (hard liquor prohibited & no one under 21 may be served alcoholic beverages)

Key Card#: _____ Estimated Attendees: _____
Adults Youth (under 18)

Other Information: _____

- ☐ I have read the Ashton Hall HOA Clubhouse Handbook rules, policies, and cleaning checklist for Clubhouse reservations found online at <https://www.ashtonhallhoa.com> or the Cedar Management Group portal.
- ☐ I agree to abide by them as written. I understand that I am liable for damages and fines may be assessed.
- ☐ **Security Deposit Addendum:** The homeowner agrees to return the property in the same condition or better or pay a restoration fee to cover HOA costs for having the property professionally cleaned or repaired.

Signature: _____ Date: _____

Ashton Hall HOA Clubhouse Private Event Request FYIs:

- Submit your reservation request form online with a minimum of 30 days' notice. Confirmation responses will be made within 3 business days after required information and payment is on file with CMG.
- Reservation cost is \$50 per hour. Time slots are for a minimum of 3 hours (including setup and cleanup time).
- Required fees must be submitted to Cedar Management Group and confirmed prior to usage.
- An event guest sign-in sheet is required.

After Event Cleaning:

- Remove all trash, debris, decorations, and event paraphernalia at the end of your function.
- Return all furniture including tables and chairs to their original placement. Reserving Homeowners/Tenants are responsible for cleaning and returning the Clubhouse to the condition it was prior to use.
- Complete the Event Cleaning Checklist and sign-off with the assigned Ashton Hall Representative.
- **NOTE:** Cleaning supplies (paper towels, dish/cleaning liquids/sprays, sponges, extra trash bags) ARE NOT supplied.

Form: Community Event Reservation

COMMUNITY EVENT RESERVATION FORM

Ashton Hall Homeowner Association (HOA) - 15 Palmetto Circle, Durham NC 27703

Date: _____ Name: _____
☐ Homeowner / ☐ Tenant / ☐ AH Committee (Please print full name)

Address: _____
Street City State Zip Code

Email: _____ Cell#: _____ Home#: _____

Event Information: Room Requested: ☐ Multi-Purpose Room ☐ Loft

Date of Event: _____ (Reservations may occur between ☐ 9a-2p or ☐ 3p-10p)

If Recurring: ☐ Monthly ☐ Weekly ☐ Daily (days): _____

Reservation Duration: ☐ 2 Hours ☐ 3 Hours ☐ 4 Hours ☐ 5 Hours ☐ 6/more Hours (reviewed case-by-case)

Reservation (includes time for setup & cleanup): Start time: _____ End time: _____

Purpose/Activity: _____

Usage of Items: ☐ #Folding Chairs _____ ☐ # Round Tables _____ ☐ # Long Tables _____
☐ Projector (\$5 usage fee)

Will beer or wine be served? ☐ Yes ☐ No (hard liquor prohibited & no one under 21 may be served alcoholic beverages)

Access Key Card#: _____ Estimated Attendees: _____
Adults Youth (under 18)

Other Information: _____

- ☐ I have read the Ashton Hall HOA Clubhouse Handbook rules, policies, and cleaning checklist for Clubhouse reservations found online at <https://www.ashtonhallhoa.com> or the Cedar Management Group portal.
- ☐ I agree to abide by them as written. I understand that I am liable for damages and fines may be assessed.
- ☐ **Security Deposit Addendum:** The homeowner agrees to return the property in the same condition or better or pay a restoration fee to cover HOA costs for having the property professionally cleaned or repaired.

Signature: _____ Date: _____

Ashton Hall HOA Clubhouse Community Event Request FYIs:

- Submit your reservation request form online with a minimum of 15 days' notice. Confirmation responses will be made within 3 business days after required information is on file with CMG.
- There are no rental fees for Community events. Any additional fees must be submitted to Cedar Management Group and confirmed prior to usage.
- A community event guest sign-in sheet is required. The event is host-monitored and self-checked clean-up.

After Event Cleaning:

- Remove all trash, debris, decorations, and event paraphernalia at the end of your function.
- Return all furniture including tables and chairs to their original placement. Reserving Homeowners/Tenants are responsible for cleaning and returning the Clubhouse area to the condition it was prior to use.
- Complete the Event Cleaning Checklist and place in the appropriate place.
- **NOTE:** Cleaning supplies (paper towels, dish/cleaning liquids/sprays, sponges, extra trash bags) ARE NOT supplied.

Form: Community Fitness Area Reservation

COMMUNITY FITNESS AREA RESERVATION FORM

Ashton Hall Homeowner Association (HOA) - 15 Palmetto Circle, Durham NC 27703

Date: _____ **Name:** _____
☐ Homeowner / ☐ Tenant / ☐ AH Committee (Please print full name)

Address: _____
Street City State Zip Code

Email: _____ **Cell#:** _____ **Home#:** _____

Event Information: Room Requested: ☐ Fitness Area Class/Group Activity

Date of Event: _____ (Reservations may occur between ☐ 6a-4p or ☐ 6:30p-8:30p)
If Recurring: ☐ Monthly ☐ Weekly ☐ Daily (days): _____

Reservation Duration: ☐ 30 minutes ☐ 60 minutes ☐ 90 minutes ☐ ++ Hours (reviewed case-by-case)

Reservation (includes time for setup & cleanup): **Start time:** _____ **End time:** _____

Purpose/Activity: _____

Access Key Card#: _____ **Estimated Attendees:** _____
Adults Youth (14 to 18)

Other Information: _____

☐ I have read the Ashton Hall HOA Clubhouse Handbook rules, policies, and cleaning checklist for Clubhouse reservations found online at <https://www.ashtonhallhoa.com> or the Cedar Management Group portal.

☐ I agree to abide by them as written. I understand that I am liable for damages and fines may be assessed.

☐ **Security Deposit Addendum:** The homeowner agrees to return the property in the same condition or better or pay a restoration fee to cover HOA costs for having the property professionally cleaned or repaired.

Signature: _____ **Date:** _____

Ashton Hall HOA Clubhouse Community Event Request FYIs:

- Submit your reservation request form online with a minimum of 15 days' notice. Confirmation responses will be made within 3 business days after required information is on file with CMG.
- There are no rental fees for Community events. Any additional fees must be submitted to Cedar Management Group and confirmed prior to usage.
- A community event guest sign-in sheet is required. The event is host-monitored and self-checked clean-up.

After Event Cleaning:

- Remove all trash, debris, decorations, and event paraphernalia at the end of your function.
- Return all furniture including tables and chairs to their original placement. Reserving Homeowners/Tenants are responsible for cleaning and returning the Clubhouse area to the condition it was prior to use.
- Complete the Event Cleaning Checklist and place in the appropriate place.
- **NOTE:** Cleaning supplies (paper towels, dish/cleaning liquids/sprays, sponges, extra trash bags) ARE NOT supplied.

Form: Event Pre-Check & Post-Check Inspection & Cleaning Checklist

Event Pre-Check & Post-Check Inspection & Cleaning List

Ashton Hall Homeowner Association (HOA) - 15 Palmetto Circle, Durham NC 27703

Date: _____ Reservation: Start time: _____ End time: _____

Name: _____ Area: _____

Pre-Check	Check List Items	Post-Check
	1. Take a photo of space with your phone for reference. Entryway-Display/Cabinets-Seating Areas-Kitchen-Countertop-General room	
	2. Take note of furnishings or any broken items.	
	3. Take note of any stains on furniture or rugs	
	4. Take note of appliances: __Keurig __Toaster __Mugs __Plates __Can opener	
	5. Floors and Rugs cleaned and free of debris	
	6. 1 Remote each for fans, lights and projector (demonstrate use)	
	7. Refrigerator empty	
	8. Items on Display Shelves (Photo)	
	9. Tables are clean and food free	
	10. Barstools (12) are clean and food free	
	11. Familiarize with location of Green cart and trash receptacles	
	12. Show Broom/mop/Vacuum Cleaner location	
	13. Show Bathroom location	
	14. Rental Items Inspected __Tables __Chairs	
	15. Refrigerator is empty of food and drinks	
	16. Countertops are cleaned with no food stuck on counters or stains	
	17. Sink empty and cleaned	
	18. Microwave wiped down. No debris or stuck on food	
	19. Island cleaned with no sticky residue or food crumbs or stains	
	20. All tables and chairs cleaned	
	21. Any appliances used (can opener/coffee pot etc.) are wiped and cleaned	
	22. Furniture and Furnishings returned to its original position. (Refer to photo)	
	23. Vacuum all rugs. Vacuum cleaner returned to cabinet.	
	24. Floors swept (no paper, food crumbs or drink spills). Broom returned to cabinet	
	25. Spot mop if needed. Mop and bucket rinsed and returned to cabinet.	
	26. All decorations removed	
	27. All signage inside and outside removed	

Pre-Check	Check List Items	Post-Check
	28. Trash bagged and placed in green cart outside OR carried away if carts are full.	
	29. Inspect general overall condition of facility including bathrooms.	
	30. Return remotes (Fans/projector/display lights) to holding place. Fine is the cost of remote replacement if lost or damages.	
	31. Turn off lights and fans. WINDOWS CLOSED FOR ARMING SECURITY SYSTEM?	
	32. All rental items cleaned and damage free _____ Tables _____ Chairs	

Other Notes:

Pre-Check Sign-off: Appearance is ☐ Good ☐ Needs Work ☐ Unacceptable.

Comments: _____

Signatures

Renter: _____ AH HOA rep: _____

Post-Check Sign-off: Appearance is ☐ Good ☐ Needs Work ☐ Unacceptable.

Comments: _____

Signatures

Renter: _____ AH HOA rep: _____

Exit Time: _____

Form: Event Sign-In Sheets
Private Event Sign-In

PRIVATE EVENT - GUEST SIGN-IN SHEET

Ashton Hall HOA Clubhouse - 15 Palmetto Circle, Durham NC 27703

Event Date: _____ Event Host(s): _____

Event Start Time: _____ Event End Time: _____

	Name	Address	
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Community Event Sign-in

ASHTON HALL HOA CLUB HOUSE SIGN-IN

15 Palmetto Circle, Durham NC 27703

	Name	Address	Date (m/d)	
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