

MEADOWOOD CLUBHOUSE

RENTAL RULES AND REGULATIONS

The Association takes pride in providing our residents with a beautiful Clubhouse in which to relax with neighbors, friends and family. Many events are scheduled throughout the year by residents. The schedule of those events is routinely updated, posted on the bulletin board in the Library and noted on the calendar. Meadowood events have priority over rentals by individual residents.

The rules and regulations outlined in this document have been established so that residents can rent the Clubhouse to host private family gatherings and other special events throughout the year.

Residents 21 years or older may rent the Clubhouse by making reservations as follows:

- Pencil in your requested date on the bulletin board calendar in the Library.
- Pick up a Clubhouse Rental Packet from the Library and complete the Clubhouse Rental Agreement.
- Drop off, mail or email the completed form(s) to the Clubhouse Manager, Kim Harris at 5338 Meadowood Ln or kimharris318@gmail.com
 - **Questions??** call Kim Harris at 614/783-2365
- The Clubhouse Manager will check the schedule and be in touch with you to confirm availability of the Clubhouse for the date/time selected. Reservations will be honored on a first-come, first-served basis once payment has been received.
- Once the date is okayed by the Clubhouse managers, forward two checks to them for the \$50 room rental fee and \$250 security deposit. Both checks should be made payable to Meadowood Condominium Association and dated for the day of the Clubhouse rental. Both checks will be held by the Clubhouse managers until the day after the event takes place.

Important...The rental will not be considered officially confirmed until the Clubhouse Rental Agreement and both checks are received by the Clubhouse manager. Approval confirmation will then be noted on the calendar in the Library.

- The \$50 rental fee check will be deposited immediately following the event. If it's determined during the post-event inspection that the Clubhouse was properly cleaned and no damage was done, the security deposit check will be returned or shredded. Should there be any damage to the Clubhouse, the \$250 check will be deposited. Costs for cleanup, damages, etc., will be deducted from the deposit amount. The difference will be refunded or billed to the resident responsible for the rental, with the understanding that the additional money due will be paid within 14 days of the dated notice.
- Post Rental Inspections will be done by the Clubhouse Manager. If the resident wants to be included in the inspection, they will need to let the Clubhouse Manager know of their interest in advance.
- Residents may rent the Clubhouse on a weekend (Friday, Saturday or Sunday) up to three times during a calendar. No limit for weekdays (Monday-Thursday). Events need to conclude by 10:00 pm on weekdays and by 11:00 pm on Friday, Saturday and Sunday.

Responsibilities of the Resident requesting Clubhouse Rental:

- Resident must be on-site and fully responsible for guests at all times.
- The maximum capacity of the Clubhouse is 51 people.
- Assume full responsibility for cleaning, damages and replacement of lost or stolen items. (see attached Checklist)
- Assure that no guests have access to the Pool, Fitness Room or Library.
- Direct guests to park either in front of the Clubhouse and/or on the Clubhouse side of Meadowood Lane, without blocking mailboxes. Assure that guests arrive and depart in such a manner that they do not disturb other residents.
- Assure that guests are courteous in their behavior towards other residents.
- Assure the noise level is kept to a minimum both inside and outside the Clubhouse. Profanity or other offensive language or behavior will not be tolerated. No live or amplified music is allowed.
- Assure that there will be no smoking inside the Clubhouse.
- No pets or animals of any kind are permitted in the Clubhouse.
- The Clubhouse is not to be used for business meetings or any other commercial use. It is also not to be used on behalf of any outside organization. An overt violation of this will result in full deposit forfeiture and loss of future Clubhouse rental privileges.
- All party supplies, including paper products, food, beverages, decorations, etc., are to be supplied by the Resident.
- The Clubhouse must be left in the same condition as it was found when you entered (i.e., clean, vacuumed, trash removed—see attached Checklist). The cost of any labor for returning the Clubhouse to its original condition will be deducted from the deposit as defined in the Rental Agreement.
- Events on weekdays should conclude by 10:00 pm so that premises are cleaned, secured, and doors are locked by 11:00 pm. Events on Friday, Saturday or Sunday should conclude by 11:00 pm so that premises are cleaned, secured, and doors are locked by midnight.

Note: The Meadowood Condominium Association shall not be responsible for any articles, personal or otherwise, which are lost, stolen or misplaced by any resident or guest.

MEADOWOOD CLUBHOUSE RENTAL AGREEMENT

Name _____ Phone _____
Address _____ Email _____
I am requesting to rent the Clubhouse for use on _____ Number of guests _____
Type of function _____

Beginning time: _____

- Resident will have access to the Clubhouse 2 hours prior to event unless otherwise noted.

Ending time: _____

- No later than 10:00 on weekdays; no later than 11:00 on Friday, Saturday, or Sunday

As a Meadowood Condominium Association member, I have read and agree to comply with the attached Clubhouse Rental Rules and Regulations. I understand that the Clubhouse shall not be used by any outside organization or for commercial use and I agree to be present at the event as scheduled.

Once the date has been okayed, I will send two checks to the Clubhouse Managers so the reservation can be officially confirmed. One check for the Clubhouse rental fee of \$50 and one for a \$250 deposit, both made payable to Meadowood Condominium Association and dated for the day of the Clubhouse rental.

While I may put my name on the calendar in the Library to indicate my intention to rent the Clubhouse, I understand that the reservation will not be officially confirmed until the Clubhouse Rental Agreement and both checks are received by the Clubhouse managers. Approval confirmation will then be noted on the calendar in the library.

I understand that the \$50 check will be deposited immediately following the event and the check for \$250 will be held by the Clubhouse Managers until after the Clubhouse has been inspected. If it's determined that no damages were done, the check will be returned or shredded. Should there be damages to the Clubhouse, caused by me and/or my guests or any penalties assessed, I understand those costs will be deducted from my deposit and I will be refunded the difference or billed for the overage with the understanding that the additional amount due will be paid by me within 14 days of the dated notice.

Signature _____ Date _____

Clubhouse Manager

Kim Harris kimharris318@gmail.com 614/783-2365
5338 Meadowood Lane
Westerville, OH 43082

(for Clubhouse Manager use only)

Date \$50 Rental Fee Received: _____ Check #: _____ Deposit Date: _____
Date \$ Deposit Received: _____ Check #: _____ Deposit Date: _____

_____ Confirm Rental date with Resident	Date: _____
_____ Touch base with Resident before event	Date: _____
_____ Clubhouse Inspection after event	Date: _____
_____ Follow up with Resident after event	Date: _____
_____ No damage, deposit check returned or shredded	Date: _____

_____ Resident responsibility for damages outlined in attached report Date: _____

MEADOWOOD CLUBHOUSE INSPECTION CHECKLIST

Cleaning supplies, trash bags, vacuum, broom, Swiffer
Can be found in hall closet or under the kitchen sink

Kitchen Area

Wipe down kitchen counters

Run garbage disposal

Sweep and mop kitchen floors

Microwave operational (wiped down inside/out)

Refrigerator operational (wiped down inside/out)

Oven operational (wiped down inside/out)* Do not turn on the self-clean setting

Restrooms

Wipe down counters and sinks

Fix or notify Clubhouse Manager of any clogged toilets

Foyer & Great Room

Vacuum carpet in Great Room

Sweep and mop Foyer

Wipe down tables

Television operational - remotes in place

Decorations back to original position

Furniture back as originally positioned

Trash & Doors

All personal items removed from Clubhouse.

Remove trash from all areas of the Clubhouse and replace liners

Lock all doors

NOTE:

- Should Clubhouse require additional cleaning for any reason, a charge of \$75 will be deducted from the deposit.
- Should carpet require shampooing for any reason, a charge of \$75 will be deducted from the deposit.
- Should ANY damage occur to the Clubhouse, the resident will be billed the full cost of the repair and/or replacement.