

ARMFIELD HOMEOWNERS ASSOCIATION
DOWNSTAIRS CLUBHOUSE RENTAL APPLICATION & AGREEMENT

Revised April 2025

The cost to rent the Armfield clubhouse downstairs area adjacent to the pool deck is \$150. The downstairs clubhouse rental includes exclusive access to the kitchen and seating areas , however, access to the restrooms will remain nonexclusive and available as normal to all pool guests and homeowners. \$50 of this \$150 rental fee will be returned to the applicant if/when the applicant:

- Thoroughly cleans the downstairs clubhouse after the event - Removes all trash from the downstairs clubhouse, puts all trash in the trash bins and the trash bins are rolled to the front of the clubhouse, curbside, for pickup by the waste management company
- All furniture is put back in the same position as before the event.

If any of the above conditions are not met, the \$50 will not be returned and used to clean the clubhouse. Also, any additional costs to restore the clubhouse to the condition before the applicant event will be charged to the applicant. The applicant is responsible to pay the entire cost for all damages and cleanup.

Two checks made payable to “Armfield HOA Association” are required to reserve the clubhouse. One check should be for \$50, and one for \$100. All HOA dues must be current to reserve the clubhouse.

Your refundable deposit of \$50 is subject to the inspection of your Clubhouse Committee and your Armfield HOA Board of Directors. A Clubhouse Committee member or Board member will inspect the clubhouse before and after your function. If the Clubhouse Committee or Board member determines that you left the clubhouse clean, your \$50 check will be returned to you by mail. If the Clubhouse Committee or Board member determines that you did not leave the clubhouse clean, the \$50 check will be used to cover the cost of cleaning the clubhouse, and as indicated above, any costs above and beyond \$50 will be charged to the applicant.

Date of Application: _____

Applicants Name: _____

Address: _____

Phone No. (home): _____ Work: _____

Date Requested: _____

Type of Event: _____

Type of Decorations: _____

Hours of Use (include set-up&clean up times): _____

Anticipated Attendance: #of Adults _____ # of Children _____

General Information & Restrictions:

- A. Application for reservation must be made by an Association member. The applicant must be present at all times during the period the clubhouse is in use for such reservation.
- B. The Board of Directors reserves the right to disapprove a function or group if it is deemed inconsistent with Clubhouse Guidelines.
- C. Rental of the clubhouse is restricted to persons 21 years of age and over. Persons under the age of 16 must be accompanied by an adult.

D. No smoking is allowed in the clubhouse.

E. Use of narcotics is prohibited. Consumption of alcohol must comply with all federal, state, & county laws.

Reservation & Deposit:

A. Association functions have priority for reserving the clubhouse.

B. The Board of Directors reserves the right to limit the number of times each calendar year that a single Association member may reserve the clubhouse.

C. Reservations may not be made further than 90 days in advance without Board approval.

D. A reservation is not considered firm until confirmed by the Clubhouse Committee or Armfield HOA Board member at least (10) working days in advance of the reservation date. Please submit your checks with this application & agreement form. Your refundable \$50 deposit check will be held and returned to you by mail upon satisfactory inspection of the clubhouse by a member of the Clubhouse Committee or Board member.

Reserving Member Responsibilities:

A. All damages are the responsibility of the homeowner renting the clubhouse.

B. Reserving member must be in attendance at all times.

C. Common courtesy for surrounding neighbors prevails as to the length of functions and to the sound level of entertainment. Hours of use are as follows: Sunday through Thursday 8:00AM to 10:00PM
Friday & Saturday 8:00AM to midnight (New Year's exception only).

D. Decorations- No attachments to wall or woodwork.

E. Eating & drinking are to be confined to the clubhouse.

F. All furniture, if rearranged for member's requirement, must be placed in its original position. Furniture must not be removed from the interior of the clubhouse.

G. All clean up must be done by the time stated on this reservation form unless special arrangements have been made at the time of reservation

H. Parking is limited to the clubhouse parking area. Parking on the side of the street is allowed as long as it does not block the flow of traffic.

I. In the event of glass door and/or window breakage, it will be the responsibility of the Association member to secure board-up service in order to secure the facility to protect it from vandalism or damage. You must notify the Clubhouse Committee, or a Board member immediately.

I, the undersigned, do hereby agree that I will abide by the policies governing the use of this facility and will be personally responsible for and damages to the facility, furniture, or equipment caused by the occupancy of our group to the premises. I understand that any violation may result in immediate closing of the facility and result in forfeiture of part or all of my refundable deposit. I further understand that charges not paid within (7) days of notification of cost and repairs the Association may result in loss of Clubhouse privileges and a lien or court against me.

Signature of Association Homeowner _____ Date _____