

# Parkview Condominium Homeowners Association Clubhouse Reservation Form

302 Jonesville Rd. Simpsonville, SC 29681

Please read the following:

- \$50 Day Rental Fee with \$100 Security Deposit. Security Deposit check returned Check will be returned upon inspection of the clubhouse after rental.
- Call Chastine Property Management to ensure requested rental date is available – 864-640-8137
- Reservations are confirmed upon receipt of signed Reservation Form, Rental Fee check, and Security Deposit check.
- Residents must be current with HOA assessments.
- Make checks payable to Parkview Condominium HOA.
- Call Chastine Property Management during normal business hours to arrange a pre-walkthrough and key pickup with a Board member.
- Please make a copy of the entire form for your records.

Name: \_\_\_\_\_ Preferred phone number: \_\_\_\_\_

Preferred email address: \_\_\_\_\_

Address: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Reservation Time: \_\_\_\_\_ to \_\_\_\_\_  
*Including set-up and clean-up time*

Type of function: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Send or Scan Completed Form to:

Parkview Condominium HOA  
c/o Chastine Property Management, Inc.  
P.O. Box 1037 / 139 Bridges Road  
Mauldin, SC 29662

or

Email: office@chastinepm.com

**Homeowner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing, I am acknowledging receipt, review, and acceptance of the Clubhouse Rules and Regulations. Violation of Clubhouse Rules and Regulations may result in forfeiting of my Security Deposit.

*[ OFFICE USE ONLY ]*

Rental fee Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Received \_\_\_\_\_

Security Deposit Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Received \_\_\_\_\_

Deposit Returned \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Returned \_\_\_\_\_

Deposit Shredded \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Shredded \_\_\_\_\_

# Clubhouse Rules and Regulations

- Community member reserving clubhouse MUST be present at the rental event and is responsible for conduct of guests present at event.
- Reservation of clubhouse during pool hours does NOT close pool to the community.
- **Attachments or markings on the clubhouse walls, windows, doors or baseboards are prohibited. If nails, pushpins, tape, or anything is attached or placed on the wall(s) or baseboard(s), the renter will automatically forfeit their deposit and may be subject to additional charges. There will be no exceptions. Please do not lean tables or chairs against walls.**
- Resident provides own trash bags and paper products.
- Smoking and Vaping is prohibited in the clubhouse. If smoking occurs, you will be subject to additional cleaning charges to remove smoke odors.
- No kegs in clubhouse – may be stored on outside deck.
- Glass containers of any type are strictly prohibited in the pool area.
- All trash must be taken to the large trash receptacles outside. Replace trash can bags in each trash can.
- Vacuum all floors and carpets.
- Mop all vinyl flooring.
- Clean counter tops in kitchen and bathrooms.
- Clean all tables and appliances (microwave and refrigerator).
- Flush and clean toilets – empty bathroom trash cans. Put clean trash bags in trash cans.
- Community Functions: Clean up after Community Functions is the responsibility of person(s) who organize the function.
- The hours listed on the clubhouse reservation form are the hours you will have the clubhouse. If you change the hours by 1 hour either before or after the listed time, you will be subject to an extra day rental charge for the building. This amount will be deducted from your deposit check.

## **Upon Exiting:**

Turn off all ceiling fans and interior lights.

Set heating to 65°F / AC to 75°F.

Lock all exterior doors and windows.

**The clubhouse will be inspected immediately following the function to be sure all of the above items have been completed. The facility must be left in good condition for the return of the Security Deposit.**