

# Bradford Greene

## CLUBHOUSE RENTAL INFO & RULES

Clubhouse hours: 10:00 am to 1:00 am - 7 days a week

(Effective January 2021)

- The clubhouse is available for rental to only Bradford Greene Association Unit Owners/Residents for any private parties. The clubhouse is available to rent on any day or evening providing that it does not interfere with the normal operation of the clubhouse or with the services regularly available to all residents. **Maximum capacity is 50.** The owner/tenant resident assumes responsibility for their invited guests and for the use of the facility during the rental time. While the clubhouse is being rented the owner/tenant resident **MUST BE PRESENT** during the entire event.
- Your reservation includes the clubhouse gathering room only. Your guests are not permitted in the pool area.
- The association, its Board members, or the management company cannot be held responsible for you or your party or for any personal items brought into or left in the facility.
- Reservations may only be made six months in advance of the event on a first come first serve basis.
- Management reserves the right to allow enough time for homeowner cleaning between events.
- All Association dues must be **paid in full** in order to be eligible to rent the clubhouse
- Pets are not permitted in the clubhouse, pool or clubhouse grounds area
- The Clubhouse is a **non-smoking** facility. The Homeowner is responsible for ensuring their guests do not smoke. Smoking is permitted outside, in front of the clubhouse only. All ashtrays and debris must be cleaned immediately.
- Homeowner must ensure that guest parking does not impede on the safety of the property or the convenience of other homeowners (no street parking, no double parking, no blocking of driveways or fire hydrants, and no parking on grass). It is imperative that parking be monitored throughout the rental period and vehicle parking is only in designated parking lots.
- Tacks, tape or any type of fasteners when decorating for parties or events are strictly prohibited.
- Cleaning of the clubhouse must be done immediately after the event (misc. cleaning supplies are in janitor's closet, you may need to furnish some of your own supplies). All foyers, restrooms, floors, countertops, stoves, sinks & carpeted areas must be included in cleaning.
- All trash & debris must be removed from the clubhouse.
- A check of **\$225.00** deposit is required from the homeowner when the reservation is made, along with the signed rental agreement. Rental fee includes professional cleaning and sanitization.
- An inspection by the coordinator will be made after the rental. Ideally, the renter and coordinator will meet before and after the event to inspect the facility.
- Renter is responsible for any and all damages to the facility.
- An assessment may be levied to cover preparation expenses if the reservation is not cancelled at least two weeks in advance.
- Each homeowner/tenant resident has the option to purchase a key fob to the clubhouse. They must have purchased a key fob in order to use the clubhouse. Replacement costs will be assessed for lost fobs.
- Rules & regulations may be altered as needed. If changes occur, all homeowners will receive notice of changes.

- The last person to leave the clubhouse is responsible for **locking all doors** and for properly closing the facility as outlined below.
  - The clubhouse will be left in its original condition.
  - Lights, television, stove all turned off
  - Temperature reset to Winter 62 degrees and Summer 75 degrees
  - Remove all personal items and leave the area neat and tidy.
  - Both sets of clubhouse doors will be closed at all times
  - No unit resident shall leave any invited guest (non-Bradford Greene member) alone in clubhouse at any given time
  - The clubhouse key is non-transferable

**Detach and mail in bottom portion. Keep top portion for your records.**

Mail to:

BrodMor Community Management  
 1045 Tiffany South, Suite 3  
 Youngstown, Ohio 44514  
 Call (330) 726-7330 with questions

Make check payable to: **Bradford Greene Condo Association**

-----  
**Bradford Greene Clubhouse Rental**

I have read the above rental guidelines and agree to abide by them. If any rules are broken, or damages occur, I understand I will be assessed as determined by the Board of Directors.

Homeowner: \_\_\_\_\_ Unit Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
 (Date of rental)

Please provide a brief description of your planned event: \_\_\_\_\_

\*Reservation will not be held until deposit is received

<b>Management/ Board use only:</b>
Action by the Board [ ] Approved [ ] Disapproved

Deposit received \_\_\_\_/\_\_\_\_/\_\_\_\_ Check#\_\_\_\_\_ Amount\$\_\_\_\_\_