



## CLUBHOUSE RENTAL POLICY

The clubhouse is available to residents for private social functions. To reserve the clubhouse, contact the Clubhouse Coordinator well in advance of your party date to ensure your reservations. A **\$500.00** security deposit will be required plus a **\$100.00 non-refundable** usage fee. Please submit two (2) separate checks, each made payable to Washington Trace HOA. Residents will be responsible for any damage occurring to furniture, fixtures, or grounds during their use of the clubhouse. The rules and regulations are as follows:

### I. General Information

- a. The Clubhouse is available for use for private functions by all community members in good standing. A community member may be denied use of the Clubhouse for the following reasons:

- Delinquency in payment of Association Assessment
- History of damage to the Clubhouse
- History of negligence concerning clubhouse rules
- Other reasons deemed substantial by the Board of Trustees

The Board of Trustees must approve any denials of use by a community member.

- b. Clubhouse shall be cleaned as stated under "Cleaning".
- c. No pets shall be permitted in the Clubhouse.
- d. **THE COMMUNITY MEMBER RESERVING THE CLUBHOUSE MUST BE IN ATTENDANCE FOR THE DURATION OF THE FUNCTION** and is responsible for the conduct of all guests.
- e. Under no circumstances shall alcoholic beverages be sold at any function.
- f. The clubhouse must be locked (doors and windows) when departing. Failure to lock the Clubhouse will result in forfeiture of the entire security deposit.
- g. If the key is lost, misplaced, or stolen, the member reserving the Clubhouse will be charged for replacement of the locking system and keys.
- h. All vehicles must be properly parked in the parking lots provided (not in private drives or lawns). Any vehicle improperly parked may be towed at the owner's expense. It shall be the responsibility of the community member reserving the Clubhouse to inform his/her guests where to park.
- i. The community member reserving the Clubhouse is responsible for cleaning it after use in accordance with the "Cleaning Checklist" provided by the Clubhouse Coordinator. Failure to clean the Clubhouse properly will result in forfeiture of all or part of the security deposit.
- j. The swimming pool area is the area contained within the surrounding fence and containing the swimming pools. **THE POOL AREA IS STRICTLY "OFF LIMITS" TO ALL GUESTS OF A PRIVATE FUNCTION. EVIDENCE OF A VIOLATION OF THIS POLICY WILL RESULT NOT ONLY IN FORFEITURE OF THE ENTIRE SECURITY DEPOSIT BUT THE MEMBER MAY BE ANSWERABLE TO THE BOARD OF TRUSTEES AND SUBJECT TO ANY ACTION IT DEEMS APPROPRIATE.**
- k. Tents are not permitted on any of the clubhouse community grounds.

## II. **Cleaning** (Performed by homeowner reserving clubhouse)

### **Scope of Work:**

- Return all furnishings to their places
- Wash counters and sinks
- Clean appliances; inside and outside
- Clean tables and chairs
- Clean smudges and spills from ledges, rails, walls, woodwork, cabinets and floors
- Vacuum carpeted areas and upholstered furniture
- Sweep and/or mop floors as needed
- Clean restrooms
- Remove all waste and food from clubhouse and clubhouse area
- Clean glass door and windows

## III. **Reservations**

Reservations are made by calling the Clubhouse Coordinator/Management not less than seven (7) days or more than one hundred and twenty (120) days in advance of the date of the functions. All dates are reserved on a first come, first serve basis. A "Clubhouse Rental Form" is enclosed. This form and the "Deposit Refund Policy" must be completed and returned to the Clubhouse Coordinator with a check for \$100.00 for the rental fee and another check for the \$500.00 security deposit.

***In the event a member wishes to reserve more than one (1) date within the one hundred and twenty (120) day period, an additional usage fee and a separate request form must be received by the Clubhouse Coordinator for each date requested.***

## IV. **Fees**

Usage fee is \$100.00. This fee is non-refundable. Security deposit is \$500.00. This fee is due as stated above in advance of the reserved date. This check will not be deposited but will be held until after the function. It will be refunded within 10 days after the event if the Clubhouse is left in acceptable condition, no damage or loss has occurred, and there have been no infractions of Clubhouse rules. The Clubhouse Coordinator shall have jurisdiction over all questions in this matter. Appeals may be made to the Board of Trustees.

## V. **Hours**

The Clubhouse is available for private functions between the hours of 12:00 p.m. and 1:00 a.m. If earlier access is needed for set up, this can be arranged with the Clubhouse Coordinator. All functions must be over by 1:00 a.m. Clubhouse cleaning must be completed by 10:30 a.m. the morning following your function. Entrance to the clubhouse for the purpose of preparing for a private function may not begin more than two (2) hours prior to a function, or as agreed.

- a. During the holiday season and Graduation Season, the Board of Trustees has the right to determine if a lottery or another means is needed to accommodate the number of requests for reservations.
- b. Reservation policy does not allow private functions to be held on:
  - New Year's Eve/Day
  - Labor Day Weekend
  - Easter Day
  - Thanksgiving
  - Memorial Day Weekend
  - Christmas Eve/Day
  - Fourth of July

## **VI. Clubhouse Property**

A copy of the "Cleaning Checklist" is attached for your use. It is the responsibility of the member reserving the Clubhouse to immediately tour the Clubhouse at their first access to the clubhouse prior to their function, at the time the key is received and/or prior to party. It is imperative the member thoroughly inspect the Clubhouse and note on the checklist any soiled or damaged items, other than those already inventoried and noted. Assessments for damage or loss of Clubhouse property will be based on the visual inspection and review of the "Clubhouse Inventory" and the "Cleaning Checklist" by the member and the reporting of missing items or of damage to the Clubhouse Coordinator prior to the function. Leave a detailed message for the Clubhouse Coordinator.

Leave your copy of the checklist on the kitchen counter top for use by the Clubhouse Coordinator for their "after the party" checkout. The community member reserving the Clubhouse is responsible for the payment of repair or replacement of any and all damaged items. This responsibility will remain in effect until the Clubhouse Coordinator completes their portion of the checklist and the checklist signed and returned to the community member.

- No item may be tacked or taped to the walls.
- No smoking is permitted within the clubhouse.
- Burning of candles is not permitted in the clubhouse.
- Televisions and sound systems should be turned off when leaving the premises.
- Exercise room privileges are not included in the rental usage of the party room.
- The use of fireworks is prohibited.
- Noted that furniture in certain areas may not be moved or altered.



## CLUBHOUSE RENTAL FORM

Homeowner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Type of Function: \_\_\_\_\_ Date of Function: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Will alcohol be served?  Yes  No Will food be served?  Yes  No

Will there be music?  Yes  No

If yes, how is it being provided? (band, stereo, DJ, etc.) \_\_\_\_\_

**\$100.00 Non-refundable fee to be submitted at the time the reservation is made**  
**\$500.00 – Deposit to be submitted at the time the reservation is made**

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- I understand and agree to abide by the regulations set forth by the Homeowner Association.
  - I understand that only a Washington Trace homeowner may rent the clubhouse. A copy of the clubhouse regulations were given to me at the time of reservation.
  - I have inspected the Clubhouse facilities and understand that I am responsible for any damage that might occur as a result of my or my guests use.
  - I agree to and accept full responsibility for assuring that alcoholic beverages will not be served to nor consumed by minors, in violation of any law.
  - ***I ALSO AGREE TO BE IN ATTENDANCE FOR THE ENTIRE DURATION OF THE EVENT.***

Furthermore, I release, and hold harmless owners, agents and affiliates of, but not limited to: their officers, directors, employees and agents of the Board of Trustees of The Washington Trace Community Association and Oberer Management Services from any and all actions arising directly or indirectly from the use of the clubhouse by any others during or following the event.

\_\_\_\_\_  
Homeowners Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Approval by Association Manager:

\_\_\_\_\_  
Date:



## DEPOSIT REFUND POLICY

The deposit is refundable upon confirmation by the Clubhouse Committee that the facility was left undamaged, clean, and in good condition and that the above rules have been observed. The deposit will be returned within 10 days. Any cost incurred in cleaning or repairing the facility will be deducted from the deposit. By signing this agreement, the homeowner/renter hereby agrees to be responsible for any and all costs incurred for repair of the facilities or to restore it to its condition prior to the subject event. These costs shall not be limited to the amount of the deposit. **If any legal action must be taken to collect any additional amount not covered by the deposit, the renter must pay any attorney fees.**

The following issues will result in forfeiture of deposit:

- Close and lock all windows and doors
- Return key as directed
- Clubhouse not closed by 1:00 a.m.
- Use of swimming pool. The swimming pool area is strictly off-limits
- Smoking being evident in the clubhouse
- Lost key - cost of new locks and keys
- Keep all doors and windows closed during the event when the furnace or air conditioner is in use
- Cars and/or tents on clubhouse lawn

Any damage to any surface or contents of the clubhouse will result in security deposit being retained until damage can be assessed. Further, clubhouse usage rental privileges will be suspended.

The homeowner/renter has read and is familiar with the provisions of this Agreement and the rules of the facilities and agrees to comply with same.

Date of Event: \_\_\_\_\_

Homeowners Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_



## CLEANING CHECKLIST

	Minimum charge when not acceptable: <b>\$100.00</b>		<b>Comments:</b>
<b>Kitchen Area</b>	<b>Pre-event inspection</b>	<b>Post-event inspection</b>	
Stove & Sink. Sweep and mop floor			
Clean & empty refrigerator			
Counter top area			
Sweep and Mop Floor			

	Minimum charge when not acceptable: <b>\$50.00</b>		<b>Comments:</b>
<b>Restrooms</b>	<b>Pre-event inspection</b>	<b>Post-event inspection</b>	
Clean Toilets			
Wash Basins and Mirrors			
Empty Trash Cans			
Sweep and Mop Floor			

	Minimum charge when not acceptable: <b>\$100.00</b>		<b>Comments:</b>
<b>General Cleaning</b>	<b>Pre-event inspection</b>	<b>Post-event inspection</b>	
Clean Spills from Tables, Chairs, Windows			
Wipe Smudges from Walls, Windows, and Doors Including any Glass			
Floors Should be Mopped			
Items Should not be Taped or Tacked to Walls or Furniture			

	Minimum charge when not acceptable: <b>\$100.00</b>		<b>Comments:</b>
<b>Vacuum</b>	<b>Pre-event inspection</b>	<b>Post-event inspection</b>	
Vacuum carpet; assuring areas under furniture are clean			
Vacuum upholstered furniture			
Make certain to clean under cushions			

	Minimum charge when not acceptable: <b>\$50.00/bag</b>		<b>Comments:</b>
<b>Garbage Removal</b>	<b>Pre-event inspection</b>	<b>Post-event inspection</b>	
Empty and Clean All Trash Cans			
Remove All Trash from Clubhouse and Grounds			
Replace all Plastic Bag Liners if They Are Removed			

	Minimum charge when not acceptable: <b>\$10.00</b>		<b>Comments:</b>
<b>Food</b>	<b>Pre-event inspection</b>	<b>Post-event inspection</b>	
Remove All Food from Refrigerator & Cabinets			

	Minimum charge when not acceptable: <b>\$20.00</b>		<b>Comments:</b>
<b>Clubhouse Exterior</b>	<b>Pre-event inspection</b>	<b>Post-event inspection</b>	
Clean Decks and Surrounding Grounds of all Party Related Debris <i>Paper, Cups, Cans, Cigarette Butts</i>			

	Minimum charge when not acceptable: <b>\$50.00</b>		<b>Comments:</b>
<b>Thermostat</b>	<b>Pre-event inspection</b>	<b>Post-event inspection</b>	
Summer: Air Conditioner in use 70 Degrees Fahrenheit			
Winter: Heating in use 65 Degrees Fahrenheit			
NOTE: Please Return Fan Motor to "Auto Setting"			

	Minimum charge when not acceptable: <b>\$20.00</b>		<b>Comments:</b>
<b>Lighting</b>	<b>Pre-event inspection</b>	<b>Post-event inspection</b>	
All Outside Lighting is Turned Off			
All Inside Lighting is Turned Off			

	Minimum charge when not acceptable: <b>\$50.00</b>		<b>Comments:</b>
<b>TV/Sound System</b>	<b>Pre-event inspection</b>	<b>Post-event inspection</b>	
TV System Off			
Sound System Off			

**Comments:**