

Countrylane Woods ii

Clubhouse Rental Agreement

If any questions, contact Jane Rundahl at janerundahl@gmail.com or 314-440-8174

Date of Rental: _____

Time of Rental (including set up and clean up): _____

Time of Clubhouse Use: _____

Number of Guests: _____

Rental Option: _____

<u>Option 1: Clubhouse</u>	<u>Option 4: Clubhouse + Pool During Regular Hours</u>	<u>Option 5: Clubhouse + Pool After Hours</u>
<ul style="list-style-type: none">• \$250.00 Security Deposit• \$125.00 Rental Fee	<ul style="list-style-type: none">• \$250.00 Security Deposit• \$125.00 Rental Fee• \$3.00 for each guest (weekdays- Tuesday-Thursday)• \$5.00 for each guest (weekends- Friday-Sunday and holidays)• Cannot use/share guest passes for rentals• Renter must submit a list of guests one week prior to the event, including pay pool fees. No refunds.• If over 12 guests (includes swimmers AND non-swimmers), another lifeguard is needed. The cost is \$25.00 per hour.• Each guest must wear a designated bracelet.	<ul style="list-style-type: none">• \$250.00 Security Deposit• \$225.00 Rental Fee• \$3.00 for each guest (weekdays- Tuesday-Thursday)• \$5.00 for each guest (weekends- Friday-Sunday and holidays)• \$25.00 per hour for each lifeguard (3 guards needed)• Renter must submit a list of guests one week prior to the event. No refunds.• Each guest must wear a designated bracelet.

Pool Regular Hours: Tuesday-Thursday and Sunday → 12:00- 7:00 p.m. Friday and Saturday → 11:00 a.m.- 8:00 p.m.
Clubhouse Rental Hours: 9:00 a.m.-12:00 a.m. (have until 9:00 a.m. the following day to clean and return key)

The following procedures and guidelines are in place and must be followed for use of the Clubhouse by Homeowners:

1. Homeowner has deposited the security deposit (dated with the event date) and rental fee (dated current date) to secure Homeowner's performance of Homeowner's duties as set forth in this Agreement. Rental fee will be deposited immediately to hold the reservation. The security deposit will be held until inspection if made as outlined below. Rental dates are not firm until both checks have been received.
2. Without limiting Homeowner's liability, if the Homeowner does not comply, either in whole or in part, with the duties set out in this Agreement, the security deposit may be used to perform those duties that the Homeowner did not perform. In the event the security deposit is not sufficient to cover the costs of all of Homeowner's duties, the Homeowner shall be responsible for any sums in excess of the security deposit, paid by personal check, cashier's check, or cash, necessary to perform these additional duties.
3. If the Homeowner complies with all of the duties under this Agreement, the security deposit will be returned.
4. All persons entering upon the property of the Clubhouse shall be accompanied by and continuously under the personal supervision and control of the Homeowner. Homeowner shall prohibit the consumption of alcoholic beverages by persons under the age of 21. Smoking or vaping of tobacco products shall only be done in the designated smoking areas outside. Use of marijuana or other drugs, in any form, is prohibited in the Clubhouse or other areas of Common Ground.
5. The clubhouse must be left in the same condition it was in originally. The Cleaning Checklist included below must be completed and returned with the key. All cleaning shall be completed by 9:00 a.m. on the following day and the key must be returned by that same time. The key and cleaning list must be returned to the Clubhouse mailbox.
6. Homeowner agrees to inspect the Clubhouse for damages and to determine if the premises are clean prior to using them. If any damage is found, or the premises are not clean, Homeowner will report this to the Association prior to the Homeowner's use of the area. Homeowner agrees to reimburse the Association for all repairs, damages, and cleaning not reported prior to use of the property, and all additional expenses and losses incurred by the Association to return the Clubhouse to the condition it was in prior to the Homeowner's use. These expenses shall include, but are not limited to, the cost of labor, materials, and delivery expenses for repair for replacing any damage.
7. Homeowner further agrees to the following stipulations, a breach of which will cause the security deposit to be forfeited:
 - a. Homeowner shall remain on the premises at all times during the scheduled event.
 - b. Noise shall be kept to a minimum so as not to disturb residents living close by the Clubhouse and/or Pool Area.
 - c. The Homeowner is responsible for the behavior and actions of the guests at all times.
 - d. No furniture or property of the Clubhouse and/or Pool Area shall be moved or removed without the expressed consent of the Association.

- e. Homeowner and guests shall observe all public laws, county ordinances, and rules and regulations to this permit, and shall otherwise comply with any and all instructions and directions of the Association and its agents.
 - f. Any furniture or tables moved during the event need to be placed back in the original location.
 - g. Homeowner must lock the door going into the basement prior to leaving.
8. The Homeowner rents the Clubhouse at their risk. In the event of any injury to any person or property, the Homeowner agrees to indemnify and hold the Association harmless from any expense, liability, claim, or cause of action occurring on the premises during Homeowner's use, and further agrees to defend the Association at Homeowner's cost, including payment of attorney's fees, court costs, and any other expenses incurred as a result of a claim or cause of action against the Association arising from Homeowner's use of the Clubhouse and/or Pool Area, whether or not it is claimed that the Association is/was negligent or is/was partially or solely responsible for such injury to any person or property.
9. This permit may be terminated for cause at any time, prior to or during the Homeowner's use of the Clubhouse by notice to Homeowner, either in person or to Homeowner's address written above. This notice need not be in writing.

The undersigned Homeowner(s) state(s) they have read this Agreement, understand it, have received a copy, and agree to all of the terms and conditions of this agreement.

<hr/>	
Homeowner	Date
<hr/>	
Date of Rental	Time of Rental
<hr/>	
Cell Phone	Email
<hr/>	
Address	

Countrylane Woods ii

Clubhouse Cleaning Checklist

**Page 2 must be returned with the key*

Thank you for choosing the Countrylane Woods II Clubhouse for your event. The Clubhouse must be left in rentable condition after your event. Please use the Cleaning Checklist provided below to ensure you do not forget anything. Treat the premises as you would your own home.

The air conditioning and heating system is controlled with the upstairs programmable thermostat. Please return the system to the programmed settings by pushing SCHEDULE after use. DO NOT TURN THE THERMOSTAT OFF. The wall units provide air conditioning only and must be turned off and following use of the Clubhouse.

We request that the sofas, loveseat and chairs remain as positioned. They are heavy and movement could damage the carpet. If the bar tables and stools are moved, please do not drag them across the floor.

Do not staple, tack or tape anything to the walls, window treatments, mantle and/or ceiling fans.

Remember, the Clubhouse and pool areas are protected by a security system. However, there are no cameras in the party rooms.

Smoking is permitted in designated outside areas only. The deck and the front porch are not designated areas. Marijuana or other drug use, in any form, is prohibited in the Clubhouse, in the Pool Area, or on any Common Ground.

Glass containers are prohibited on the wood deck.

The circular drive in front of the Clubhouse is a No Parking Fire Lane. Please use the area for loading and/or unloading only.

Please police the surrounding grounds for litter left by your guests, including the parking lot and its surrounds, the picnic area and playground, if used, the circular drive and the front yard.

It is a good idea to inspect the premises the morning after your event, if possible. We realize that things may look different after a night's sleep. The Clubhouse may be rented the day after your event and it must be ready for the next group no later than 9:00 AM.

Signature _____

Date _____

If the list below is not completed as stated, a fee will be deducted from the security deposit accordingly.

- ☐ Vacuum all carpeted areas.
- ☐ Sweep and mop tiled areas, including basement hall and restrooms.
A vacuum cleaner, a steam mop, and a Swiffer dry mop with the appropriate cloths are provided. Do not add any cleaning solution to the steam mop. Empty the tank after use. Remove the mop head and place in the marked container
- ☐ Clean countertops, stove, and refrigerator, inside and out. Paper towels are stored to the right of the sink. Cloth towels and trash bags are on the left side. Cleaning supplies are under the sink or in the broom closet. All food is to be removed from the refrigerator.
- ☐ Clean restrooms. Please be sure the trash is emptied, lights are out, and both locks on the door to the upstairs are locked.
- ☐ Empty and remove all trash and recyclables. Place in appropriate waste containers located next to the Tennis Courts.
- ☐ Replace trash bags in receptacles (upstairs and downstairs). (
- ☐ Pick up trash around the outside of the Clubhouse, Pool Area, and parking lot, including cigarette butts, bottles, and cans.
- ☐ Restack tables and chairs (seats of chairs should face the wall to facilitate use of the cart).
- ☐ Return anything moved, including furniture, to its original location.

Signature _____

Date _____

