



Name:	Phone number:
Date of reservation:	Street address:
Start time (including set up):	End time (including clean up):

**Clubhouse Rental Policies and Fees:**

Any adult Woodlands of Chatterton Village resident in good standing may rent the WOCV clubhouse for meetings, parties, or other approved events. The following conditions apply because of public fire and safety regulations, restrictions of the WOCV insurance policy, and courtesy to others who share the facilities.

1. The clubhouse may be rented between 11:00 am and midnight.
2. The rental fee is **\$50** if reserving the clubhouse on Monday – Thursday, or **\$150** if reserving the clubhouse on Friday, Saturday, or Sunday. The rental fee can be returned if given notice of at least 14 days from the rental date; all reservations cancelled less than 14 days will be given a one year credit for a future rental.
3. A **security deposit of \$150.00** must be provided at the time of reservation to cover any excessive cleaning, repair of damage, or replacement of lost keys. Costs exceeding the deposit will also be paid by the renter.
4. The resident who rents the facility must be present for the entire event. The renter assumes full responsibility and liability for the behaviors and activities of all guests (and themselves) during the reserved period. The Woodlands of Chatterton Village Homeowners Association will not be responsible for any negligence, liability, or illegal activities.
5. The maximum number of people in attendance at one time during the event must not exceed 50.
6. A reservation of the clubhouse does not reserve the pool or pool area. During the pool season, event guests are entitled to use the pool as long as the renter is present. Out of consideration for all co-owners, clubhouse renters will be limited to 10 guests. Guests shall be bound by the pool rules and regulations. Please be mindful that the pool closes at 9:00pm. All event guests must stop using the pool and pool area at that time even if the clubhouse reservation extends beyond 9:00pm. The renter is responsible for ensuring that event guests observe the pool closing time. No one may enter the pool area when the pool is officially closed.
7. Smoking and alcohol consumption are prohibited inside the clubhouse and within 10 feet of the clubhouse.

8. Only food prepared in advance may be served. A refrigerator and microwave oven are available for use in the kitchen.
9. The renter is responsible for monitoring where guests park their vehicles. Parked vehicles that are not in compliance with the parking policy are subject to towing at owner's expense.
10. Furniture, table(s), etc. may NOT be placed in close proximity to an exterior door.
11. Decorations must be hung with masking tape or other removable material so as not to damage painted surfaces. All decorations must be removed, including tape residue.
12. The code to the clubhouse keybox will be issued within 24 hours of the event.

At the end of your event, please leave the clubhouse and equipment as nice or nicer than were when you arrived. These are shared WOCV facilities maintained primarily by volunteers for our common use. Please protect the clubhouse like you would your own home.

- Return furniture to original position.
- Remove all trash from the clubhouse. Trash is the renter's responsibility until the next trash pick-up day. The parking lot, too, must be free of debris and trash.
- Vacuum clubhouse carpet, and wipe down all tile floors.
- Flush all toilets, and remove all trash from bathrooms.
- Clean the refrigerator (if used), wipe down the counters, and clear the garbage disposal (if used).
- Turn off lights.
- Reset thermostat (Apr-Sept: set on OFF position; Nov-Mar: set at 65 degrees).
- Lock all doors: front door, sliding glass door, doors to pool, bathroom doors (interior and exterior), and exterior door near bathrooms.
- Remove all decorations, including balloons. (If balloons must be removed from a fan, there will be an automatic \$150 fee.)
- Return keys to keybox at the front door.

**The clubhouse MUST be cleaned by the "End Time" noted at the top of this agreement.** The security deposit will be forfeited if the cleaning checklist is not completed, and all items mentioned are not complied with. There is a \$15.00 return check fee. The renter must attend the post-event walkthrough with the clubhouse coordinator; if the renter does not attend the post-event walkthrough, the renter forfeits all rights to appeal violation charges against the security deposit. The security deposit will be refunded if the premises have been

cleaned and there is no damage. **If damage exceeds the security deposit or if the renter (or his/her guests) are found to have violated this agreement in any way, the Board of Directors reserves the right to revoke rental privileges for a period not to exceed 12 months.**

E- signature:		Date:	
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