

CLUBHOUSE RENTAL INFORMATION SHEET

Only residents who have paid their recreation fee and are current on assessments may rent the clubhouse.

A tentative date may be set with a phone call or visit from a resident. The date is written on the calendar. A deposit fee of \$300.00 is needed to secure the date. Once the deposit is received and the rental agreement is completed the date is secured. The paperwork is kept in a binder labeled "BG CH Rentals Current Month." Rentals other than the current month are kept in a separate file folder.

The rate for clubhouse rental is based on full day rental. A full day rental is \$100.00 for a resident, \$500 for non-resident and \$750.00 for company or corporate sponsored events.

As deposit and rental checks are received, the amounts and check numbers are recorded on the back of the rental agreement. Deposit and rental checks are held on site at

A copy of the agreement is given to the renter. Renters should perform a walk-through with the Community Administrator prior to the event so that any items of concern may be noted e.g. stains on carpet or furniture, broken window treatments, etc. For weekend rentals renters may pick up the keys Tuesday thru Friday prior to the rental.

After the rental, the homeowner must complete and sign the cleanup checklist in order to ensure a full refund of the security deposit. This cleanup list is posted on the refrigerator on the day of the event or on the preceding Friday. The diagram of furniture placement for downstairs is posted.

Once the Clubhouse assistant has completed the inspection, they will indicate on the cleanup checklist if the deposit is to be returned in full or if there should be a deduction for cleaning. If the full deposit is released, the renter's check is to be returned in full. If a deduction is to be made, the check is deposited in the association's account and a check is issued to the renter for the net amount. The deposit check is not returned until the keys are received from the renter. At this time the clubhouse usage fee is sent to Community Resources to be deposited into the association's account.

HOLD HARMLESS PROVISION. Lessee shall hold the members, officers and directors of the Association harmless from any and all damages and/or liability, which may result from the conduct and/or activities of the Lessee and/or the Lessee's agents, servants, and guests. This hold-harmless provision shall include, but not be limited to, injuries, which are related to personal bodily injury and/or property damage. Lessee agrees to assume all risk for any materials, goods, equipment, etc.

Signed _____
Dated _____