



CLUBHOUSE RENTAL AGREEMENT

Richland Hills' Clubhouse is available for rent to all members of Richland Hills HOA who are in good standing. Reservations are on a first-come, first-serve basis. Reservations may be made by emailing debbie@rogerspm-nc.com.

The rental fee is \$25 per hour with a 2-hour minimum. Each reservation is reserved in a 3-hour block. Allowing for access to clubhouse 30 minutes prior to the scheduled event for setup and 30 minutes after the event for clean-up.

Reservation fees and the cleaning deposit of \$175.00 are due up front at the time reservation is made. **Please note:** half of the use fee is non-refundable no matter the reason of cancellation or decision not to use the Clubhouse. Cancellations need to be made within 24 hours of the event date or it will be assumed the event was held and use fees will be kept by Richland Hills HOA. The cleaning deposit will be returned so long as the clubhouse is left in as good of condition as received. Any additional charges/fees due after the end of the rental period for damages, cleaning, going over time allotted, etc. will be due immediately and must be paid in full.

Richland Hills HOA reserves the right to cancel a reservation in the event that the Clubhouse suffers damages or other reasons that cannot be corrected prior to the reservation date scheduled. Such cancellation by Richland Hills HOA or its management will result in a full refund of both use fee and deposit to the homeowner.

Clubhouse may be rented anytime between 9:00 am and 1:00 am Sunday – Saturday.

Current Resident "Renting Party" agrees to:

- Assume 100% responsibility for the conduct of all guests attending the event including any and all damages caused
- Richland Hills Homeowners Association, Inc. is held harmless from all acts, omissions, injuries and damages of renting party and renting party's guests without limit as it relates to: Clubhouse, Pool, Playground, Parking Lot, Community Space and all other areas known as community space of Richland Hills Homeowners Association, Inc. In the event renting party is found to be in default of the terms and conditions herein, including, but not limited to, failure to make monetary payments for rentals and damages when due, Richland Hills Homeowners Association, Inc. may seek any and all remedies available to them under the Covenants and Bylaws of the Association, as well as under North Carolina Law.
- Remain at the Clubhouse for the duration of the rental period until all guests have departed the event
- Permit no more than eighty-two (82) guests at the event
- Inform guests of designated parking
- Be considerate of neighbors at all times
- Use of facility must end at the indicated time
- Limit noise / music levels so that they comply with state and local laws and do not disturb residents
- No smoking inside the Clubhouse or near Clubhouse doorways and
- No pets allowed in Clubhouse
- Abide by the law of the State of North Carolina as they relate to the serving and consumption of all alcoholic beverages
- Rental is of the Clubhouse only. It does not include the pool or pool deck.
- Complete the clean-up checklist including performing the following to insure the cleaning deposit is returned:
 - Remove any and all decorations (**tape and tacks are not allowed**)
 - Wipe down all surfaces (includes restrooms)
 - Place furniture back the way it was found
 - Vacuum carpet/rugs, sweep and mop floors as needed
 - Empty and replace liners of all trash cans; take trash with you when you exit
 - Make sure all windows and doors are closed and locked
 - Turn off all lights before leaving and double check the doors are secured

Complete the **required** information below, sign and return to Rogers Property Management:

Name: _____ Address: _____

Phone: _____ Alternate Phone: _____

Email: _____ Date of Event: _____

Type of Event: _____ Number of Guests: _____ (25 maximum allowed)

Start Time: _____ am / pm End Time: _____ am / pm Total Hours of Rental: _____

Funds required: \$ _____ + \$175.00 cleaning deposit Funds shall be remitted to Richland Hills HOA.

By signing below the "Rental Party" agrees they have been legally notified of the fees, fines and charges under the specified conditions stated within this agreement. The "Rental Party" may request in writing a hearing before the property manager and Board of Directors within five (5) business days of the posting of any additional fees, fines, or charges to the "Rental Party's" account as a result of this rental.

Signature of Rental Party: _____ Date: _____

Office Use Only

Funds received? Y _____ N _____

Payment Method: _____

Is reservation date available: Y _____ N _____

If not available, was homeowner notified and new date chosen? Y _____ N _____

If not, why? _____

Were funds returned? Y _____ N _____ If no, why not? _____

After Event Details:

- Did HOA report Clubhouse in acceptable condition? Y _____ N _____

- Who made the report? Name of Board Member _____
- If no, what was reported: _____

- Cost determined? Y _____ N _____
- If yes, how much? \$ _____
- If no, why? _____
-

- Based on information provided above, was the cleaning deposit returned? What date/ method was it returned?

- Yes: _____ Date _____ Amount _____ Method _____
- No: _____

Status Update: _____

Signature of personnel processing information: _____

