

# Country Place Condominiums

## Clubhouse & Gym Rental Rules & Regulations

If a Co-owner wishes to rent the clubhouse or gym for a private, personal event, the following requirements will apply:

### **Reservation, Security Deposit, and Cancellation Policies:**

- All rental requests must be made two weeks prior to the designated event.
  - This requires a fully completed rental request form and all necessary checks to be submitted to the clubhouse two weeks prior to the requested date.
- Checks should be made payable to: Country Place Condominium Association
  - Your rental fee check will be deposited upon receipt by the office.
  - A separate \$200 security deposit check is required and must accompany this application.
  - The checks (\$200 security deposit check and the rental check) are due, and dated when the reservation is made at least two weeks in advance.
- The \$200 security check will be mailed to the name individual issuing the check within ten (10) days after the rental. However, the individual may advise the attendant that they prefer to pick up the check after the event.
  - The security deposit will be returned, unless:
    - The clubhouse is not returned to the as rented condition at the conclusion of the rental,
    - Water bottles and/or cases of water are removed from the refrigerator and not replaced within one business day,
    - The event extended beyond the originally contracted time frame.
    - You will be contact by the site manager to resolve any issue.
- A full refund of both the security deposit and rental fee will be made if the cancellation is requested at least two (2) weeks prior to the event.
- There is no refund of rental fees should the event end earlier than originally scheduled.
- Be certain that you have allowed adequate time in your rental hours to allow for set-up prior to the event and clean-up afterwards. The rental fee covers the cost of providing an attendant during the indicated hours.

### **General Rules:**

- The calendar for rental reservations dates will be kept in the management office.
- Each application for rental must be approved by the Management office. You will be notified promptly after approval of your rental request.
  - The clubhouse will not be rented to a co-owner/resident whose association fees or charges are in arrears.

- The clubhouse rental request form must be filled out in detail. Specific information seeking details of the proposed event must be fully stated. Failure to clearly state the purposed of the event and the family relationship to the honoree to the Country Place resident, if appropriate, may result in denial of the rental request.
- Clubhouse facilities may be used only when an attendant is on duty and present.
  - The attendant will not be responsible for the supervision of family members, children, or guests.
- Only one (1) are of the clubhouse may be reserved. Either the gym (capacity 140 at tables, 240 seated) or the living room (capacity 49). Use of the kitchen is included.
- The swimming pool, deck, and billiard room may not be used and are off limits during the rental period.
- No smoking: The entire clubhouse is a smoke-free facility. Smoking debris left outdoors must be removed.
- No helium balloons: The high, vaulted ceilings and ceiling fans make removal of these balloons both impractical and inconvenient.
- Alcoholic beverages may not be service to minors. No beverages are permitted outside the building or area rented.
- Renter is responsible for having guest properly park their vehicles in the parking lot or on the street. No parking is permitted in driveways and courts posted “No Parking” areas.

#### **Set Up and Clean Up:**

- Co-owner/resident must be present for the entire rental period, including set-up and clean-up time.
- Be certain that you have allowed adequate time in your rental hours to allow for set-up prior to the event and clean-up afterwards. The rental fee covers the cost of providing an attendant during the indicated hours.
- Clean up must start one (1) hour before contract agreement ends.
- The attendant will do an inspection tour of the premises, with renter, to eliminate any misunderstanding as to the condition of the clubhouse at the end of the rental period.
- All clean-up is the responsibility of the co-owner/resident who rented the clubhouse.
  - Vacuum/sweep floors, clean kitchen floor as needed.
  - Sinks, countertops, tables, wiped clean. All spills cleaned up.
  - Oven, stove refrigerator, microwave, wiped clean.
  - Furniture, if rearranged, returned to original locations. Tables and chairs in gym stacked neatly.
  - Restrooms left in reasonable condition – sinks and toilets.
  - Remove all trash, in plastic bags, and place in dumpster.
    - We do not have a dumpster at the clubhouse. Please take trash across the street to the dumpster in Court X.
  - Removal of all personal items.
  - A \$30 charge will be withheld from the security deposit if the kitchen has not been cleaned.
- All parties must be out of the clubhouse by 11:00pm.

**MANAGEMENT RESERVES THE RIGHT TO DENY ANY RENTAL APPLICATION**