



East Park Clubhouse Rental Application

Name _____ "Renter" Date _____

Address _____

If applicant leases the home, name of owner _____

Cell phone _____ Alternate Phone _____

Date clubhouse requested _____ Hours requested Start _____ End _____

Function _____ Approximate # attending _____
(Birthday party, shower, graduation or retirement party etc.) (Maximum capacity 40 persons)

Signature _____

By making this application, I acknowledge responsibility for the care of the facility during all preparation and usage of the clubhouse occasioned by this rental. I also assume all responsibility for any and all consequences experienced by myself and any guests during all usage of Association property occasioned by the rental.

In planning the event, keep within the **OCCUPANCY LIMIT OF 40 PERSONS.**

Please print or type and fill in all of the above blanks.

Availability for rentals may be ascertained by contacting the Association Administrator, Yana Mazur, at Homeowner Management Services (HMS) - (770) 609-1638 or email Yana.Mazur@hms-inc.net. A rental is not confirmed until this completed and signed application (3 pages), rental fee (\$125) and damage deposit (\$200) are received by Homeowner Management Services (HMS). The rental fee and the deposit should be two separate checks made payable to "East Park Community Association." HMS will confirm the reservation once all signed documents have been received.

Make two separate checks (\$125 rental and \$200 damage deposit) payable to East Park Community Association. Mail to East Park Community Association c/o HMS, P.O. Box 2458, Alpharetta, GA 30023-2458.

Cancellations must be received a minimum of one (1) week prior to the reserved date in order to receive full refund of monies deposited. Failure to do so will cause the rental fee to be forfeited.

This Clubhouse Rental Application including Clubhouse Rental Policies and Procedures and initialed Clubhouse Rental Departure Checklist must be included with this application and two checks. It is HMS' company policy that all checks (including clubhouse damage deposit checks) will be deposited in accounts of the Association; deposit checks will not be held for later return. See rule (14) on the next page concerning the return of damage deposits.

Clubhouse Rental Policies and Procedures

- 1) Renter must be at least 21 years of age, a resident of The Villages of East Park, and must have all association dues, fines and other fees paid and be in good standing with the association.
- 2) The clubhouse is available for private parties only. The clubhouse may not be rented for business or political purposes. Events must finish by 11 p.m. Sunday—Thursday and by midnight Friday and Saturday. The renter must clean the clubhouse promptly after the event as it may be rented again the next day. The deadline for cleanup and removal of supplies/equipment is 9 a.m. the day following the rental. If this is not satisfactorily completed by 9 a.m. the day after the rental, the renter is liable for additional rental fees and forfeiture of all or part of the damage deposit.
- 3) Only the clubhouse may be reserved. Clubhouse renters may not permit their guests to use the pool while attending their event at the clubhouse. Neither the pool area nor the surrounding grounds of the clubhouse may be reserved or used for private parties. Items related to the set-up and arrangement of the private function may not be placed on or around the pool deck/patio area, on the porch or grounds surrounding the clubhouse, or on its parking lot unless a plan is submitted and a written waiver is sought and obtained from the Board of Directors. Approval shall not be presumed as such usage is often not consistent with the enjoyment of the amenities by all other members of East Park.
- 4) Electronic key cards will only be passed off to the renter in person on the date of the rental at 9 a.m. or later.
- 5) The renter must be present on the premises at all times during the set up, the event, and the clean up on the day of the event. Responsibility cannot be passed to another person such as a caterer, party planner or delivery service. An East Park resident cannot rent the clubhouse for use by another party.
- 6) Doors must be securely locked when leaving. Any damages as a result of unlocked doors will be the responsibility of the renter.
- 7) No smoking inside the clubhouse or grounds around the clubhouse. This includes but is not limited to all tobacco products as well as electronic alternatives.
- 8) Only battery-operated candles may be used except on birthday cakes.
- 9) Music for private parties may be played only inside the clubhouse. Outside music is prohibited.
- 10) Nothing may be attached to the walls, woodwork, ceiling, furniture, shutters or lighting by taping, stapling, thumb tacking or any other means. Renter will not remove seasonal decorations such as Christmas tree, seasonal mantle decorations or seasonal door decorations.
- 11) Banners may be used outside the clubhouse if they are tied to the posts on the front porch. No tape, staples or nails may be used. One small sign 2'x2' or smaller may be put in the grass in front of the clubhouse announcing the event, i.e. birthday party, retirement party, shower.
- 12) Renter assumes all responsibility for the actions and behavior of all persons present at, attending, or in any other way related to the function for which Renter has reserved the Clubhouse and agrees to be personally responsible for causing all such persons to comply with the Association's governing documents, including those included in this document pertaining to use of the Clubhouse.
- 13) An East Park Clubhouse Rental Departure Checklist is on page 3 of this application. Renter will also receive a copy of this checklist at the time the keycard to the clubhouse is provided. A Board designee will inspect the clubhouse for cleanliness and damage after the event. If any portion of the clubhouse, inside or out, is not adequately cleaned, a cleaning service will be employed and the expense deducted from the deposit, as well as additional rental fees for the days the clubhouse is not available for rent.
- 14) After the event, if the Clubhouse is found to be clean and in good condition, the \$200 damage deposit check will be refunded by HMS. Otherwise, any fees for cleaning or repairs for any damage will be deducted from the deposit. If the expenses of cleaning or damage repairs exceed the deposit amount, the homeowner renting the clubhouse will be responsible for payment of the additional amount within ten (10) days of the Association presenting to the homeowner a written explanation of expenses. If the homeowner responsible for renting the clubhouse fails to pay the additional costs within ten (10) days, the additional costs will be considered as an assessment on the property and constitute a lien against the property and shall be collectable as such as provided in the Association's Declaration and By-Laws.

I apply to rent the clubhouse and by signing this Rental Application, I agree that I have read and fully understand and agree with the Clubhouse Rental Policies and Procedures and terms of this Application. I understand that if my usage of the clubhouse violates the Association's Declaration, By-Laws, Rules and Regulations, or any Federal, State or Local law/ordinance, my right to use the facility can be immediately terminated and my deposit forfeited.

Applicant's Signature _____ Date _____

Printed Name _____

East Park Clubhouse Rental Departure Checklist

Name of renter _____ Date of rental _____

Primary phone _____ Start time _____ End time _____

East Park Board designee _____ Date/time of checkout _____

All items below must be completed satisfactorily and initialed by renter.

_____ The clubhouse, inside and out, and surrounding area returned to pre-rental conditions, incl. porch swept.

_____ Kitchen cleaned including counter tops, sink, refrigerator and warming oven.

_____ Bathrooms have been cleaned including toilets, sinks and mirrors. Trash removed.

_____ Furniture and accessories returned to original location. (Diagram located in the kitchen.)

_____ Floors and rugs have been vacuumed. Tile floors mopped. Furniture vacuumed to remove crumbs.

_____ All folding chairs, if used, have been returned to storage cabinet.

_____ All personal items removed and refrigerator empty.

_____ All trash from area has been removed and tied black garbage bags placed in trash area outside on left of clubhouse. Overflow trash taken home.

_____ Louvered blinds closed.

_____ All lights and fans inside and out turned off.

_____ Air conditioning and heat reset to 82 degrees in summer and 62 degrees in winter.

_____ Doors secured and locked. See note on front door..

_____ Key returned to board designee

The renter listed above is responsible for ensuring that the clubhouse is in the same condition as it was upon receipt of the key card on day of rental and the above items have been completed. East Park Community Association may withhold return of damage deposit in the event the clubhouse is not adequately cleaned or there is damage.

Signed _____ Date _____

In the event of problems at the clubhouse please contact Becky Gaines at 770-896-6803 or Peter Reis at 352-460-2716. Additional numbers to contact in emergency are located in the kitchen of the clubhouse.

Checked by _____ Date _____

Notations: