

**RIVERWOOD PLANTATION HOMEOWNERS' ASSOCIATION
CLUBHOUSE RENTAL APPLICATION**

Name of Resident / Property Owner: _____

Address: _____ **Phone:** _____

Date Requested: _____ **Hours :** _____ **AM PM to** _____ **AM PM**

Number of People expected: _____ **Type of Function:** _____

Email: _____

All persons using the Clubhouse do so at their own risk. The Association assumes no responsibility for any accident or injury that occurs in connection with such use, or any loss or damage to personal property.

- 1. All functions at the clubhouse are for the HOA members who are permitted use of the facilities for social purposes only. The clubhouse may also be used for HOA Board or committee meetings and events such as HOA candidates' night, elections, and like events. Rental is not exclusive use of clubhouse. Office spaces may be utilized by approved parties including, but not limited to, management, maintenance, and board during rental if necessary.*
- 2. The Resident or Property Homeowner requesting the use of the Clubhouse agrees that (s)he will be in attendance during the entire time that this function is taking place and assumes full responsibility under the terms of this agreement.*
- 3. The Clubhouse will be reserved for functions on a first come basis. The date and time of a request will be held, but not guaranteed, until all parties sign the agreement and a deposit is placed.*
- 4. The Clubhouse can be reserved for only one private function per day.*
- 5. The Clubhouse swimming pool and pool deck are for members of the Riverwood Plantation HOA in good standing and their guests, and may NOT be used in connection with any rental event by the guests or the owner of the event.*
- 6. The clubhouse is not to be used by any group where the majority of the group is under 18 unless the Resident/ Owner is in attendance during the entire period of the event.*
- 7. Should alcohol be consumed, it is the personal responsibility of the Owner signing the agreement to determine that all persons consuming alcohol are of legal age. The Owner assumes personal responsibility and liability for any alcohol served to guests.*
- 8. The Owner is responsible for the conduct of any guests while in attendance. Any noise resulting from the event should not disturb residents living near the Clubhouse. As a courtesy to the residents, music should not be played so loud as to become unreasonable.*
- 9. Misuse of the Clubhouse furnishings IS the responsibility of the Resident/Property Owner. Any items found to be missing or damaged must be repaired or replaced before (s)he will be released from the agreement. Any remaining balance of the deposit will not be refunded until repair/replacement is completed.*
- 10. All preparations for functions are the responsibility of the Owner. The kitchen may be used for the preparation of food and drink, but it is the Owner's responsibility to supply glasses, plates, and all other necessary items for private functions. Supplies will be provided for Riverwood Plantation HOA activities when all members of the community are invited.*
- 11. Persons using the Clubhouse are responsible for the removal of all trash and garbage, inside and outside. All trash and garbage shall be removed from the premises and disposed of properly into the dumpster.*

12. *At the end of the function, the Owner is responsible for shutting off all water faucets, turning off all lights, stove/oven, microwave, and for setting the air conditioner to 80 degrees in summer and 60 degrees in winter. All doors and windows are to be closed and locked before departure from the facility. A minimum of twenty-Five dollars (\$25.00) will be deducted from your deposit if these requirements are not met.*
13. *The owner is responsible for returning all furniture, accessories, plants, etc. to their original position/storage area.*
14. *The owner will be held financially responsible for any damages to the facility and its contents and will be expected to pay for the cost of any necessary repairs or replacements resulting from the misuse of the facility. The Clubhouse is inspected after each rental. If the inspection determines that the Clubhouse is not in the same condition as it was prior to the rental, the Board of Directors may contract with someone to clean and/or repair what was not cleaned or was damaged by the owner. The owner's deposit check will be held until the cleaning and/or repairs are completed. Any costs incurred will then be deducted from the owner's Clubhouse Deposit and the remaining balance will be refunded to the owner. In the event the deposit does not cover the entire cost of cleaning/repair, the owner will be held financially responsible for the remaining outstanding balance. Abuse of clubhouse facilities can/will result in a 1 year revocation of privileges.*
15. ***Parking will be permitted only in designated parking areas around the facility. No parking on the grass: Parking at the clubhouse is limited. Under no circumstances will parking on the grass be permitted. If any vehicles are parked on the grass, the vehicles will be towed, without warning, at the owner's expense.***
16. *The Clubhouse is a NON-SMOKING facility. There is to be NO SMOKING of any kind inside the building.*
17. *Absolutely NO underage drinking allowed.*
18. *No confetti permitted or decorations of any kind can be taped, pinned or stapled on the walls and no decorations can be stapled to the poles in the Clubhouse. Fog machines and/or any special effects devices that degrade normal visibility in the Clubhouse are strictly prohibited.*
19. *The use of the fireplace is prohibited.*
21. *During your event if the Police and/or Fire Dept. has to be called, there may be a \$50.00 fee taken from your deposit.*
20. *There will be a 4 digit door lock code assigned to you for your event.*

I, the undersign Resident/Property Owner have read the above rules regarding the use of the Clubhouse and agree to abide by all such policies during my use of the facility. I acknowledge that I have received a copy of the checklist for use of the Clubhouse and understand that I must complete checklist and turn it into the designated agent at the conclusion of my event.

I hereby agree that I will assume the full responsibility for any charges imposed as a result of any damages done to the facilities during the function by guests and invitees. I further agree to assume full responsibility for any accidents or injuries that occur during the use of the facility, and that no claim or demand will be made against Riverwood Plantation HOA because of any such accidents or injuries. I hereby indemnify and hold harmless the Riverwood Plantation HOA for any claim, demand, or damages on account of such accidents or injuries during any use of the facility.

SECURITY / DAMAGE DEPOSIT: \$250.00	RENTAL: \$75.00
\$500.00 (Wedding parties only)	\$150.00 (Wedding parties only)

Resident Property Owner

Riverwood Plantation Homeowners' Association

Date: _____

Date: _____

Riverwood Clubhouse

Information for setup and code activation/deactivation

Day/date desired: _____ Time of function: _____ to _____.

Date and time agreed to for setup: _____.

Date and time to be vacated after cleaning: _____.

Name of qualified member/tenant reserving the clubhouse:

_____.

Contact phone number: _____ (home/cell)

* * * * *

Entry and Exit Procedures

TO ENTER THE CLUBHOUSE:

Enter the 4 digit door code (____ _ _ _)

If it fails to unlock, repeat the process.

Once inside the building, turn the knob above the inside door handle to the vertical position  for door to stay unlocked so guests can enter.

TO EXIT THE CLUBHOUSE:

Before exiting the building, turn the knob above the inside door handle to the horizontal  position. Once outside, pull door shut and it will lock automatically.

Please check door to make sure it is locked.

Date completed: _____ initials _____

Riverwood Plantation Community Clubhouse

CLEANUP PROCEDURE CHECKLIST

Owner name: _____

Event: _____

Date: _____

_____ WIPE DOWN KITCHEN COUNTERTOPS AND SINK

_____ CLEAN THE MICROWAVE, STOVE, REFRIGERATOR/FREEZER IF USED

_____ WET MOP KITCHEN FLOOR

_____ VACUUM CARPET AREAS (UPSTAIRS IF USED)

_____ DUST MOP CLUBHOUSE FLOOR (WET MOP ANY SPILLS)

_____ **NO TAPE ON PAINTED WALLS & NO STAPLES IN WOODWORK**

_____ IF ANY FURNITURE IS MOVED PLEASE PUT BACK IN PLACE

_____ WIPE CLEAN ANY OBVIOUS FINGERPRINT MARKS ON WALLS & WINDOWS

_____ SHUT AND LOCK ALL DOORS. TURN OUT ALL LIGHTS

_____ IF ROOM TEMPERATURE IS ADJUSTED PLEASE RETURN THERMOSTAT TO 80 DEGREES (Summer) 68 DEGREES (Winter) PRIOR TO LEAVING

_____ PICK UP BOTTLES, CANS, BUTTS, ETC. BACK PATIO AND PARKING LOT (SMOKING IS NOT ALLOWED IN CLUBHOUSE)

_____ PULL TRASH RECEPTACLE BAGS & PLACE IN DUMPSTER

_____ RETURN CLEANING SUPPLIES TO STORE ROOM

_____ CHECK UPSTAIRS AND CLEAN ANYTHING LEFT BEHIND BY GUESTS

Signature of owner: _____

Leave on counter top please.

BE SURE TO SECURE THE BUILDING UPON EXITING

THANK YOU!