

Brown's Farm Clubhouse Rental Agreement & Rules  
Updated June 20, 2018

\*\*\*Please READ In It's Entirety\*\*\*

A check for \$35 for clubhouse usage and a \$100 deposit is required to pick up keys. Cancellation of a reservation must be made 7 days prior to the date reserved. If the reservation is cancelled less than 7 days of the event, the \$35.00 rental fee will be forfeited. Cleaning supplies, paper towels, toilet paper and trash bags are not supplied by the neighborhood association. Do not use cleaning supplies found in the clubhouse. You must bring your own supplies. Brooms and mops are located in the kitchen closet.

By signing this document, I agree to follow the Brown's Farm Clubhouse Rules and I assume responsibility for damage to the clubhouse resulting from this event. In the event clubhouse rules are not adhered to, the result may be the forfeiture of the \$100.00 deposit plus additional repair charges.

Please print neatly.

Date/Time of Event: \_\_\_\_\_

Homeowner Address: \_\_\_\_\_

Homeowner Phone: \_\_\_\_\_

Homeowner Email: \_\_\_\_\_

(Print name) \_\_\_\_\_

(Sign name) \_\_\_\_\_

1. Maximum Capacity of 58 persons, NO pets.
2. No Smoking allowed in the clubhouse/parking lot. There is a butt can on the backside of the clubhouse. This is the ONLY designated smoking area
3. All trash must be removed from the clubhouse and disposed in the trash bins and recycle bins near the tennis courts. Please use appropriately.
4. **DO NOT** use tape, pins or nails on painted surfaces, including walls. Any damage done to walls will incur loss of deposit and possibly a bill for paint and repair. There are some existing hangers to use.
5. All unused food and drink is to be removed from the premises.

6. Furniture and accessories must be returned to their original placement.
7. All game accessories must be returned to the storage closet.
8. **Thermostats** must be reset as follows: 85 warm months and 56 in cold months. **There are two of them.** Failure to reset the thermostats will result in forfeiture of deposit.
9. Clean up all decorations, counter tops, tables, kitchen areas and floors (see directions below).
10. Turn off all lights, including porches. Do not touch covered boxes and timer switches.
11. Close/Lock all doors and windows before departure.
12. Please report broken furniture or any appliances that are malfunctioning.
13. No event can be held in connection with the pool when renting the clubhouse. FULL deposit will be forfeited should this rule be violated.
14. Two checks are to be issued to Browns Farm HOA in the amounts of \$35 and \$100 to reserve the clubhouse, one for the actual date of use and one for deposit for damage and cleaning, respectively.
15. Cleaning of the clubhouse floor: a. Sweep floor b. Damp mop the floor with the sponge mop with water and floor cleaner. A mop bucket is also supplied in the kitchen closet. Intent is not to have standing water on the wood floor, just damp cleaning the surface.
16. Keys should be returned no later than 12 noon the day after rental.

Should another resident be renting the facility immediately following your event, please be considerate of the time frame in which they may need for preparing the clubhouse for their event.