

Brown's Farm Clubhouse Rental Agreement & Rules

Updated January 13, 2016

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

Date/Time of Event: _____

Homeowner Address: _____

Homeowner Phone: _____ **Best phone to reach you at Homeowner

Email: _____

(print name) _____

(sign name) _____

1. Maximum Capacity of 58
2. No Smoking allowed in the clubhouse or any surrounding property, including the parking lot.
3. All trash is to be removed from the clubhouse and disposed in the trash cans near the tennis courts.
4. All unused food and drink is to be removed from the premises.
5. Furniture and accessories must be returned to their original placement.
6. All game accessories must be returned to the storage closet.
7. Thermostats must be reset by following directions; 85 warm months and 56 in cold months. Failure to reset the thermostats will result in forfeiture of deposit.
8. Clean up all decorations, counter tops, tables, kitchen areas and floors (see directions below). Please do not use tape on painted surfaces, including walls. Cleaning supplies are in the closet, most specifically floor cleaning supplies, but it is recommended that you be prepared to supply your own surface cleaning products.
9. Turn off all lights. Do not touch covered boxes and timer switches.
10. Lock doors and windows before departure.
11. Please report any appliances that are not working or are malfunctioning.
12. No event can be held in connection with the pool when renting the clubhouse. FULL deposit will be forfeited should this rule be violated.
13. 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.

14. Cleaning of the clubhouse floor:

a. Sweep floor

b. Damp mop the floor with the sponge mop with water and floor cleaner diluted in water, stored in closet. A mop bucket is also supplied. Intent is not to have standing water on the wood floor, just damp cleaning the surface.

c. Allow floor to totally dry, and then use the BONA product with the provided cloth mop to polish floor.

15. 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.