

**Glenridge Heights HOA
Clubhouse Rental**

In order to reserve the clubhouse, you must be a member in good standing with the Glenridge Heights Homeowner's Association, Inc. The facility is not open to outside rentals. No rentals are permitted for "for profit" activities benefitting individual businesses. Plainly said, residents are not permitted to "set up shop" in the clubhouse. The facility may not be used for the purpose of religious services. The clubhouse will remain open to fitness room access during your rental. You may not prevent others from accessing this area of the clubhouse.

Rentals are booked on a first come, first served basis. Dates are not considered booked until necessary forms and funds are received by our office. Reservations are only made on a quarterly basis. Dates are booked no more than three months ahead of time; and no less than ten days ahead of time. **The following holidays are not available for rentals- New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Thanksgiving, Christmas Eve, and Christmas Day.**

If you'd like to book a rental and have confirmed the date is available, please follow these procedures:

- Complete and sign the rental agreement, making sure to include your amenity card number, as this will be your access on the day of rental.
- Make out 2 checks payable to the Glenridge Heights HOA- \$195 rental fee & \$200 refundable security deposit. The security deposit will be held until after your rental in case of damages.
- Mail completed agreement and 2 checks to:

**Community Club Management, Inc.
11735 Pointe Place
Roswell, GA 30076**

- You will receive a voice mail and email confirmation when we receive your information. On the day of your rental, you will have access to the clubhouse from 7 am- 12 midnight. In the event there is a conflict between persons attempting to use the clubhouse, only the person with an email confirmation of the rental reservation will be allowed use of the clubhouse.
- **Please note the exercise room, the pool and the pool deck area surrounding the pool are not included with your rental. Pool parties are not permitted. The HOA does not provide lifeguards or proper insurance for parties of this nature involving non-resident guests.**

Clubhouse Rental Agreement
Glenridge Heights Homeowners Association, Inc.

Homeowner: _____ Address: _____

Phone(s): _____ Date of Rental: _____

Time of Rental: From _____ To _____

Telephone # _____ Function _____ Number of Guests _____
(Max. occupancy is 50)

Rental Fee: \$195.00

Security Deposit: \$200.00

Terms of Rental:

1. The Glenridge Heights Clubhouse is available for rental by residents only. The resident must be present at all times during the rental. The **rental fee is \$195.00. A \$200.00 security deposit** is required which is refundable no later than 7 days following rental upon inspection, if there are no damages.

2. **The use of the swimming pool and the entire area surrounding the pool within the pool fence is not included in the rental.** Your security deposit may be forfeited if you, your guests and/or invitees violate any of the Terms of Rental, including, without limitation items 2, 3 or 4 herein. Nothing contained herein limits your liability to solely the security deposit.

** Renters Initials

3. The ramped entrance gate to the pool may be used to bring materials and supplies into the Clubhouse. However, the gate may not be propped open or left unattended to prevent unsupervised or unauthorized access to the pool area. I.e. children

4. The Clubhouse and any other common area used by Renter's guests during the rental period stated above will be left neat and clean and in the same condition in which it was found. All furnishings, both inside and outside the clubhouse must be moved back to original position by renter. **All trash must be bagged and removed from the clubhouse.** The security deposit will be refunded if, in the discretion of the Glenridge Heights Homeowner's Association, Inc. Board of Directors, the clubhouse is left cleaned and in good condition after the rental. If any additional cleaning or moving of furnishings must be done following the rental, related fees will be deducted from the deposit. Security deposit will be refunded following the rental. A maximum of 50 people may have access to the clubhouse during the rental.

5. Any damage done to the Clubhouse, its furnishings, fixtures, or facilities, in excess of the deposit will be charged to the Renter. If not paid within thirty (30) days of receipt of invoice, the charges will become a specific assessment against the Renter's unit.

6. The rental does not include the use of the fitness center or preventing residents from accessing the fitness center. Clubhouse restroom facilities may also not be restricted for the owners and their guests using the pool at the time of rental.

The following terms and conditions apply to the reservation & clubhouse use

- Smoking is prohibited in and around the Clubhouse.
- No alcoholic beverages may be sold on premise.
- No use of barbecue grills or open flames (candles) is allowed in or around clubhouse.
- Helium balloons are not recommended and if used must be removed after rental.
- No for profit activities are allowed- no exchange of goods and money allowed.
- No wet swimwear is allowed in the Clubhouse.
- Clubhouse must be vacated by midnight the day of rental.
- The rental does not include fitness center access and resident may not prohibit residents from entering the facility.
- No items can be taped or otherwise attached to the walls of the clubhouse during rental events. Any decorations need to be set up in such a way that it will not affect the walls, trim or any other structure in any Clubhouse rooms. This is meant to keep the Clubhouse in good, clean and presentable condition for the entire community to enjoy year round
- HOA property may not be removed from the premises for any reason.
- **Parking is allowed only in the clubhouse parking area, and NOT in front of residential buildings.**

7. Violation of these rules may result in any or all of the following: removal of the renter and their guests from HOA property by police, forfeiture of the security deposit, and loss of future rental privileges.

8. Renter, for himself and on behalf of his guests, assumes all responsibilities, risks, liabilities, and hazards incidental to the activities that take place during the rental period stated above (including, but not limited to the serving of alcoholic beverages). Renter agrees to indemnify and hold harmless Glenridge Heights Homeowner's Association, Inc., its officers, directors, employees, agents and members, past, present, and future, from any and all claims, costs, causes of action and liability (including, but not limited to, attorney's fees) for any injury, to either person or property, suffered by the renter, the renter's family members, employees, agents, servants, guests, invitees or any member of the Association or any other person which arise from or are in any way related to the use of the clubhouse, including the use of the swimming pool, swimming pool deck area, or other common areas, during the rental activity, whether or not caused by the Association's negligence.

9. Renter assumes all responsibility for the actions and behavior of all persons present at, attending, or in any other way related to the rental of the Clubhouse, and agrees to be personally responsible and liable for causing all such persons to comply with the Declaration of Covenants, Conditions and Restrictions, the Rules and Regulations, of the Glenridge Heights Homeowners' Association, Inc.

10. Cancellation- If renter finds it necessary to cancel this agreement, written notice must be provided no less than 72 hours prior to day of rental in order to receive refund of \$195 fee. Rental fee for short notice cancellation within the 72 hour period will be forfeited.]

Renter has read these conditions of rental and agrees to abide with all items stated within this rental agreement.

Homeowner (Renter)

Date _____

Homeowner telephone # _____

Email Address _____

Temporary Entrance Gate Code for Guests (must be 4 digits-not identical or consecutive)

Accepted by (Community Club Mgmt. Rep.)

Date _____