



CLUBHOUSE RULES

*The clubhouse facilities are primarily for the use of homeowners and their guests.

Any renter will be responsible for securing tables and chairs for event.

*Any homeowner may delegate their right of enjoyment of the clubhouse facilities to their tenants who reside on the property. The homeowner shall notify the Community Manager in writing of the name of any such tenant. The rights and privileges of such tenants are subject to suspension to the same extent of those of the member.

*During any period in which a member is 60 days in default in the payment of quarterly dues, special assessment or late fees levied by the association, the right to use will be suspended by the Board of Directors until dues or assessments are paid in full.

*Violation by the homeowner or their guests of any rules and regulations established by the Board of Directors governing the use of the clubhouse facilities, the right to use of a member will be suspended for a period to be determined by the Board.

*No illegal substance will be allowed, consumed or be present at any time in the clubhouse, including grounds.

*The renter must be present for the entire time the clubhouse facilities are in use. An adult must accompany children under the age of 12 while in the clubhouse.

*The pool area is separate from the clubhouse and may not be rented. There should be no guest traffic inside the pool area.

*Music, and/or any other noise, must be kept at a level that it cannot be heard in the surrounding homes in the area after 10 pm. The renter of the clubhouse will be responsible for seeing that there are no loud noises from the guests either coming to or leaving the function at the clubhouse.

*The renter will be responsible for the repair or replacement of any damage done to the clubhouse, or furniture, equipment or window coverings. Nothing may be taped to the windows, doors or walls.

*All functions must end by 10:00 p.m. on weeknights and by 12:00 a.m. on Friday or Saturday nights.

*Large grills or deep fryers may be used in the parking lot adjacent to the clubhouse.

Procedure to reserve clubhouse facilities

* Call Community Manager, 910-279-3532, to check availability and reserve time slot. Reservations will be taken up to 6 months in advance.

*A security deposit of \$250 is required payable to Queens Grant Rec Association.

*The security deposit may be retained by the association as part payment of any expense for cleaning, damage and/or loss to the association property. If deposit is not sufficient to cover the fair value of such cleaning and property, then the homeowner/tenant will be responsible to reimburse the association for any additional expense as determined by the Board of Directors

*The clubhouse key is released to the applicant when the following occurs:

Clubhouse reservation agreement is read and signed

Security deposit is received

The key will not be released prior to 24 hours before event

*The security deposit is refunded when the following occurs:

The key is returned to Community Manager. The key must be returned within 2 hours after daytime party, or by 12:00 noon following an evening party.

The clubhouse facilities are inspected for damage by Community Manager and found in acceptable condition.

There will be a \$20.00 charge if the renter loses the facility keys.

Cleanup of Clubhouse Facilities

*Users must supply towels, dishcloths, paper towels and trash bags.

*Remove all trash (including restrooms) and place in 6 yard dumpster on site.

*Clean all clubhouse areas used: restrooms, kitchen sinks and appliances, tables, floors

*Lock all sliding doors and windows

*Turn off all inside lights



CLUBHOUSE RENTAL AGREEMENT

Date of Event: _____
Event Description: _____
Number of Attendees: _____
Anticipated time of event (including set up and clean up) Start: _____ End: _____

I, _____ have read and understand the Queens Grant Clubhouse Rules and agree to abide by these rules.

_____ I have reviewed the Queens Grant Clubhouse Cleaning Checklist and understand that it is my responsibility to ensure the items noted are complete after my event. Otherwise, my security check will be deposited.

_____ Renter accepts liability and responsibility for any and all damages, including but not limited to, replacement of Association and/or Clubhouse property, cleanup costs and/or fees associated with or during the Renter's use of the Clubhouse and /or premises, and renter agrees to Indemnify and Hold Harmless the Association for the same, as well as replace, reimburse and/or repair any said damages, cleanup costs and/or fees in excess of Renter's security deposit. Renter acknowledges that violation(s) of any of the Queens Grant Clubhouse Rules will result in the forfeiture of the security deposit. Furthermore, the Renter acknowledges that such violation(s) will be grounds to suspend all Clubhouse facilities privileges for a period of time determined by the Board. Renter further agrees to pay all expenses, including any legal and attorney fees, related to the enforcement of any aspect of the entire Agreement.

Signature _____ Date _____
Address _____
Telephone _____
E-Mail Address _____

For Clubhouse Committee Use Only

Rental Date _____
Time In _____ Time Out _____
Security Deposit Received _____ Check Number _____
Pre-Rental Inspection _____
Post-Rental Inspection _____
Amount of Security Deposit Withheld _____
Reason for Security Deposit Withholding _____

REMINDER - The Queens Grant Recreation Association Board has the final right of refusal for all requests if a request is a detriment to the community of any homeowners.



CLEANING CHECKLIST

	PRE-INSPECT	COMMENTS	POST-INSPECT	COMMENTS
MAIN ROOM				
Floor-Sweep				
Furniture				
Doors and Windows				
Walls				
KITCHEN				
Microwave				
Refrigerator				
Stove				
Countertops/Cabinets				
Floor - Sweep and Mop				
Trash				
HALLWAY				
Floors - Sweep and Mop				
Walls				
BATHROOM				
Sink				
Toilet				
Floor - Sweep and Mop				
Walls				
Trash				
Trash	Take to 6 Yard dumpster on site			

Inspection:

Post-Inspection:

Community Manager

Community Manager

Renter

Renter