



## Stonebrooke Village Clubhouse Rental Agreement and Rules

**Revised January 2016**

**Availability:** The clubhouse is the property of the Stonebrooke Village Homeowners Association. Only members in good standing (assessment current) can reserve the clubhouse. In addition the owner/resident must be present during the function for which the clubhouse is reserved.

Rental of the clubhouse is on a first come, first served basis; however, regularly scheduled HOA meetings and events take precedence over rental requests. The clubhouse is not available for rental on federal holiday weekends during the season when the pool is open. These holidays consist of Memorial Day Weekend, July 4<sup>th</sup> Weekend and Labor Day Weekend. The Social Committee utilizes the clubhouse on these dates for HOA community sponsored events in order to promote and foster neighborhood relationships. For the same reason, New Year's Eve is not available. Reservations around holiday periods may be limited to a 4-hour block to allow as many homeowners as possible to have the use of the clubhouse.

No owner/resident may make advanced reservations for use of the clubhouse for holidays or weekends (Friday, Saturday and Sunday) more than three (3) times during the social calendar year. There is no limit to the number of times an owner/resident may make advanced reservations for the use of the clubhouse on weekdays (Monday through Thursday) except for holidays.

Children are not allowed in the clubhouse at any time without the supervision of an adult 21 years and over. Alcohol may not be served to persons under the age of 21.

The clubhouse is not available for any commercial or "for profit" use. Residents may not reserve the clubhouse for use on behalf of any outside organization. An overt violation of this policy will result in the forfeiture of the rental deposit. It may, however, be used for educational purposes that would benefit the homeowners.

**Clubhouse Reservation Fee:** A deposit of \$150 is required to confirm a clubhouse reservation. Please return the signed reservation agreement along with two checks (\$100 refundable deposit and \$50 rental fee) made out to Stonebrooke Village Homeowners Association.

**Clubhouse Items:** No party items, paper goods, silverware, trays, etc. belonging to the HOA are available for your use. Owner/resident must bring all such items for their event. However, the coffee pot is available for your use.

**Clubhouse Clean-Up and Inspection:** Owners/residents are required to clean and return the clubhouse to its original condition immediately after the event. Owners/residents must use their own cleaning supplies. The HOA does not provide cleaning products. All garbage is required to be removed from the premises and placed in the garbage dumpster at closing. Close and secure the premises, lock all doors and windows by the following hours: 11:00 p.m. Sunday through Thursday nights and by 1:00 a.m. Friday and Saturday nights.

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Following the event a final inspection of the entire facility will be made. If the Renting Party wishes to be present, arrangements must be made with the HOA representative at least 24 hours prior to the scheduled event. Based on the inspection, the HOA representative will either return the deposit or bill the homeowner for additional charges.

**Maximum Capacity:** The maximum number of occupants during an event is not to exceed 50 people at any time.

**Homeowner Attendance:** At no time may the owner/resident leave the premises during the rental event. Leaving the clubhouse will automatically result in the loss of the rental deposit. If the owner/resident is not present, the event will immediately end and the building will be vacated.

**Liability:** The Stonebrooke Village Homeowners Association is not responsible for injuries, damage, or loss of any merchandise, personal items or articles left on the premises.

**Decorations:** Nothing may be affixed to the walls, floors or ceilings using nails, staples, tacks, or certain kinds of tape. Other decorations may be used with prior approval of the clubhouse reservations manager. Confetti, bird seed, rice, glitter and/or other such material is prohibited. Candles, electric oil warmers or oil lamps are not permitted in the clubhouse. Use of these materials will result in the loss of the deposit. However, you can use battery-operated candles.

**Furniture and Décor:** The furniture may be moved to accommodate the use of the room as allowable. Furniture may not be removed from the clubhouse room or moved into the hallway or bathrooms and must be returned to its original placement before closing. Damage to the furniture or décor will be noted and assessed back to the owner/resident.

**Exercise Room:** The exercise room may not be reserved for or used during any event.

**Pool Accessibility:** Guests will not have exclusive use of the pool during the rental period. Guests are not permitted to use the pool unless the owner/resident is present in the pool area. Guests using the pool may be limited in number so as not to interfere with the enjoyment/quiet of other residents using the pool. All persons using the pool do so at their own risk as there is no lifeguard on duty. Anyone wearing a wet swim suit is not allowed in the clubhouse.

**Noise:** Live, amplified music is not permitted. Loud noise, profanity or other offensive behavior will not be tolerated, and the offending person should be asked to leave. Upon leaving, make sure that guests depart in such a manner so as to not disturb other residents.

**Parking:** Street parking and clubhouse parking only is permitted. Allowing guests to park in residential parking areas will not be permitted.

**Pets:** Pets and animals are not permitted within the clubhouse.

**Smoking:** Smoking is expressly forbidden in or around the clubhouse.

**STONEBROOKE VILLAGE CLUBHOUSE RESERVATION FORM AND AGREEMENT**  
**Effective January 1, 2016**

Name:	Home Phone:
Street Address:	Cell Phone:

Today's Date:	Date of Reservation:
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Is this reservation being made on behalf of an outside organization or for a commercial use?  Yes                                  No	Time of Reservation:  _____ until _____
	Reservation around holiday periods may be limited to a 4-hour block of time to allow as many homeowners as possible to have use of the clubhouse.

I have read the Clubhouse Rules & Regulations and agree to abide by them. I fully understand that any costs incurred or penalties assessed by the Homeowners' Association, through the use of these facilities by me and/or my guests, shall first be deducted from my deposit, and that any additional balance due will be paid by me upon presentation of a statement requesting same.

Renting Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return the signed reservation agreement along with two checks made out to Stonebrooke Village Homeowner's Association. One check in the amount of \$50 is a non-refundable rental fee. The second check in the amount of \$100 is a security deposit. The security deposit check will not be deposited unless costs are incurred following your event. Once the clubhouse has been inspected and it is determined that no additional costs will be incurred, your voided check will be returned to you.

The reservation agreement and checks should be sent to:  
 Stonebrooke Village HOA, 5205 Stone Village Circle NW, Kennesaw, GA 30152

Do not write below this line.

Rental Fee Received:	Amount:	Check Number:
Security Deposit Received:	Amount:	Check Number:
Inspection Performed by:	Date:	
Security Deposit Refunded:	Amount:	Date: