

GREEN FARMS CONDOMINIUM ASSOCIATION CLUBHOUSE

RENTAL REQUEST

CO-OWNER/RENTER'S NAME: _____
ADDRESS: _____ **UNIT NUMBER:** _____
CITY: _____ **ZIP CODE:** _____
HOME PHONE: _____ **WORK PHONE:** _____
CELL PHONE(S): _____
DATE OF FUNCTION: _____
TIME: FROM: _____ **TO:** _____
(Start time, including set-up) (Finish time, including clean up)

I acknowledge that I have a copy of the Green Farms Clubhouse Rental Agreement, as listed in the Green Farms Handbook on pages 16, 17, 18, and 19 and agree to abide by the conditions contained therein. I understand that my Rental Reservation is NOT guaranteed until all fees are paid in full and a copy of this form is returned to me.

Co-Owner's (of record) Renter's Signature Date

Please return this request with:

RESIDENTS: Please write a check payable to **GREEN FARMS CONDOMINIUMS**

RESERVATION CONFIRMATION

The Highlander Group, INC. CONFIRMS your Rental Request and acknowledges receipt of the following funds:

\$250.00: Check No. _____ for the rental fee and

\$250.00: Check No. _____ for the security deposit.

SECURITY DEPOSIT REFUND

- Security Deposit returned in FULL.
- \$ _____ of your Security Deposit has BEEN RETAINED to make restitution for damages and/or to clean the Green Farms Clubhouse. A detailed list of damages and/or cleaning charges is available if requested within ten days after your function. A further charge may be made over and above your security deposit if there is damage in excess of your security deposit to the property from your function. This additional charge will be sent to you fully itemized. The additional charge will be due within ten days. If not paid then, the Resolution on Delinquent Assessment Collection Procedure will be put into effect.

Management Company Date

NOTE: TO CO-OWNERS/RENTERS WHO WANT TO RENT THE CLUBHOUSE, PLEASE SUBMIT REQUESTS TO THE MANAGEMENT COMPANY, SUBJECT TO AVAILABILITY.

_____ Initial

RULES

1. **ALL** persons attending the function must comply with the rules and regulations established by the Green Farms Condominium Association and all Governmental regulations and laws.
2. **THE SERVING OF ANY ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED (NOT ALLOWED) BECAUSE OF LIABILITY REASONS AT ANY TIME!**
3. The Green Farms Clubhouse may be rented for **personal** use only. If it is determined that a Co-Owner has rented the Green Farms Clubhouse for other than personal use, for a commercial venture, or for any other person, the security deposit will be forfeited to the Association and rental privileges may be revoked to that co-owner to that co-owner or renter.
4. **Set up** for your party is the **starting time** of your rental on the day of your party. The complete clubhouse **must** be cleaned up the same day of your function, at the **ending time** of your party. **You must remove ALL debris/trash from your function** at the Green Farms Clubhouse and it is to be taken to your home. Be sure to **replace plastic bags with new ones in the trash cans**. If the Green Farms Clubhouse is NOT properly cleaned, the Association will contract to have it cleaned, including the carpet and the costs will be deducted from the Co-owner's/renter's security deposit and future rental privilege *may* be revoked to that co-owner or renter.
5. Your guests **MUST** park only in the clubhouse parking lot when you rent the Green Farms Clubhouse.
6. **NO SMOKING IN THE CLUBHOUSE AT ANYTIME!** If there is evidence that smoking has been allowed, you will forfeit your security deposit and you will not be permitted to rent the clubhouse again.
7. **THE POOL IS NOT INCLUDED WITH THE RENTAL OF THE CLUBHOUSE and Must NOT be used by the Co-Owner or guests during the time of the rental.** Persons with wet bathing suits are **NOT ALLOWED** in the clubhouse.
8. Co-Owners/renters who rent the clubhouse **MUST** attend the function. **ALL** guests **MUST** be accompanied by the Co-Owner/renter and the Co-owner/renter is responsible for the conduct of their guest. The **ONLY** amenity included is the clubhouse and parking lot. **Guests must remain in the clubhouse during the function and may only be in the parking lot to enter or exit the vehicle.**

9. Do **NOT** attach anything to the walls, furniture, fixtures, or any surface of the clubhouse. **Any balloons, etc., tied to any poles or hanging from the ceiling are to be removed after the event.**
10. **ALL INFLATABLES TO INCLUDE BOUNCE HOUSES ARE STRICTLY PROHIBITED (NOT ALLOWED) AT THE CLUBHOUSE, THE PARKING LOT OR RECREATION AREA, BECAUSE OF LIABILITY REASONS.**
11. **DO NOT MOVE ANY OF THE non-folding furniture.** The **ONLY** exceptions are the folding chairs and tables. The renter acknowledges that there are **24** folding chairs and **4** folding tables.
12. Excessive noise, rowdiness, or foul language will **NOT** be permitted. If it persists, your function may be terminated.
13. **The co-owner/renter is to be the last person leaving the Green Farms Clubhouse facilities and is to make certain of the following:**
 - a. The fireplace is **NOT** allowed to be used for your function.
 - b. Check to ensure that **ALL** burners are **OFF** on the stove, as well as the oven.
 - c. Check to ensure that all water is turned off.
 - d. Turn off **ALL** lights including restrooms.
 - e. Lock the door wall (sliding glass door to balcony).
14. Report **ANY** problems to the Board or Management Company.
15. Infractions of the Green Farms Clubhouse Rules will have an immediate warning with subsequent fines, and/or immediate termination of your function and/or prohibiting you from further rentals.
16. You will be given a key to the clubhouse **ON THE DAY PRIOR TO OR THE DAY OF THE FUNCTION**. You may **NOT** give the key to anyone else or duplicate the key. If it is found that you have duplicated the key, you will be fined an additional charge of \$300.00 over and above your security deposit and will not be allowed to rent the clubhouse again. The key must be returned to a Board member the day following the party at the latest. Arrangements will be made with you, in advance, as to when and to whom the key will be returned.
17. The Co-owner/renter must pick up and return the key in person. No representative of said co-owner or renter is allowed.
18. Any signs that are displayed which are removed or destroyed will warrant forfeiting your security deposit.

TERMINATION OF THE FUNCTION

THE BOARD OF DIRECTORS RESERVES THE RIGHT TO TERMINATE ANY FUNCTION AND RETAIN THE SECURITY DEPOSIT IN THE EVENT OF ANY ILLEGAL ACTIVITY, MISCONDUCT, OR VIOLATION OF THE ASSOCIATION RULES AND REGULATIONS, AS CONTAINED IN THE RENTAL AGREEMENT AND/OR POSTED AT THE GREEN FARMS CLUBHOUSE.

I have read this Rental Agreement and agree to abide by the Rules and Regulations.

Renter's Signature (Co-Owner)

Date Signed

Initial

PRE and POST CLUBHOUSE RENTAL CHECK LIST

- _____ Remove and dispose of all unused food, trash, cans, and bottles, from the Green Farms Clubhouse and place in your garage for the trash pickup.
- _____ Leave the refrigerator empty and clean.
- _____ ALL wastebaskets must be empty and clean and new trash bags must be placed in them.
- _____ Wipe and clean all countertops, tabletops, tabletops in the kitchen, and bathroom sinks and countertops with a suitable non-abrasive cleaner.
- _____ Vacuum the carpet thoroughly.
- _____ Fold up card tables and gently place them on the wall in front of the fireplace. Fold chairs and place against wall where they were.
- _____ You acknowledge that there are 24 folding chairs and 4 folding tables. If any are missing or damaged, you will be responsible for the replacement cost of them.
- _____ Turn off all water faucets.
- _____ Reset the thermostat to original setting:
 - Heating at 63 degrees F
 - Air Conditioning at 78 degrees F
- _____ Turn off all lights.
- _____ Make sure the front door and balcony door are locked on final exit.

_____ Initial

- _____ Cleaning equipment must be supplied by the person reserving the clubhouse.
- _____ Reimbursement for carpet may be taken from the security deposit if carpets are soiled.
- _____ Complete this checklist, sign and return to the management company when deposit is requested.
- _____ The following is the agreed date: _____ and time: _____ to check the clubhouse BEFORE you take possession of it. This date and time must be adhered to strictly by the renter, as a co-owner has volunteered their time to accommodate you.
- _____ The following is the agreed date: _____ and time: _____ for returning the key and the final inspection of the clubhouse (to be same day or the next morning after the function). This date and time MUST be adhered to strictly, as a co-owner has volunteered their time to accommodate you.

PLEASE NOTE: The Clubhouse will be thoroughly checked out with the renter/co-owner before taking possession of it on the day of their function and it will also be thoroughly checked out with the renter/co-owner before the deposit is returned. Non-compliance with the above procedures will subject renter/co-owner to forfeit all or part of their security deposit as well as the possibility of additional charges being assessed, should the costs exceed the security deposit. Non-compliance to the Rules and Regulations may result in the renter/co-owner being denied future rental privileges.

NAME: _____

ADDRESS: _____

SIGNATURE: _____
(CO-OWNER/RENTER)

Initial