

Harrodsburg Square Condominiums Clubhouse Rental Checklist / Contract

The clubhouse is a co-owner amenity. Co-owners may rent the clubhouse on behalf of the tenants, but the co-owner must be present at the clubhouse at the time of the event. Prices for four-hour blocks of time for renting the clubhouse are as follows:

Up to 30 people: \$50

31 to 50 people (max capacity): \$75

Use the message feature on the HOA Clubhouse Calendar page (www.hbsquare.com) to request clubhouse rental. Please note clubhouse rentals are not guaranteed until the co-owner has provided their down payment to the HOA. Rentals are scheduled on a first-come, first-served basis. Co-owners may only reserve one rental date at a time. Co-owners must be current on their dues and assessments to rent the clubhouse. Clubhouse rentals DO NOT include use of the pool.

The HOA may schedule community-wide events at the clubhouse; in those instances, the clubhouse is not for rent. There is a \$300 deposit due within three days of receiving rental confirmation. If the co-owner writes a check for the deposit, he/she must ensure there are sufficient funds in the account from which the check was written. If the deposit is paid in cash, it will be returned NLT five days after the event; provided there are no damages to the clubhouse or its equipment and also provided the clubhouse is clean upon vacating the premises. If damages and / or cleaning services require more than \$300 to address, the renting co-owner is responsible for the balance.

The HOA website is not updated in "real time". Therefore, the listing of reserved rental days on the website page may not be 100% accurate.

Please review the rental checklist prior to reserving the clubhouse. Also note the co-owner renting the clubhouse has be at the event and has to provide a cell phone number should there be a noise complaint, emergency, or other situation warranting contact.

Prior to taking control of the key to the clubhouse, the renting co-owner must fill out and sign this checklist. It is the responsibility of the co-owner to capture discrepancies / issues with the clubhouse prior to accepting the key / responsibility.

Co-Owner: _____ Unit #: _____ Initials: _____

Event Date and Description: _____

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#	Description	Co-owner Initials / Comments
1	Deposit has been provided in cash or check. If check, the co-owner guarantees sufficient funds. Number of People to attend Event: _____ Deposit Amount: \$_____	
2	The general areas of the clubhouse are clean prior to taking control of key (floors, counters, tables, bathroom, trash cans, etc). Co-owner agrees to return the clubhouse to this state within 2 hours of the end of their event.	
3	All remote controls (6 TV controls and one Speaker control) are accounted for and the TV's and speaker are in working condition.	
4	The whiteboard is clean. Co-owner will use only the dry erase markers present in the clubhouse.	
5	The pool table has all 15 billiard balls and one cue ball. Four cue sticks and one cue bridge are on the cue stick rack. Two ball racks are present (8-ball and 9-ball). The burgundy felt is not ripped or stained. If a rip or stain exists, the co-owner will take a digital photo and send it to the HOA prior to taking control of the clubhouse.	
6	Furniture Inventory: Four cast iron bar stools (at kitchen bar). Two black adjustable bar stools (under the two buffets). Two black (cushioned) bar stools (billiards area). Two golden non-adjustable bar stools (whiteboard area). Three reclining couches. One pub table with four chairs. One children's table with two small stools.	
7	The refrigerator (including the freezer) is empty and clean.	
8	If there is going to be alcohol consumption at the event, the co-owner bears all responsibility for alcohol-related incidents. This includes, but is not limited to, underage drinking and Driving Under the Influence (DUI).	
9	Weekday clubhouse rentals end at 10:00 pm. Weekend clubhouse rentals end at 11:30 pm. Co-owner agrees to cease all noise (including TV and music) after those times.	

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#	Description	Co-owner Initials / Comments
10	No gambling or other illegal activities will take place at the event.	
11	The co-owner understands the HOA's number parking space system and will ensure guests park in unmarked spots. Towed vehicles will be the responsibility of the vehicle's owner.	
12	The co-owner may not profit from the event in any way*. The co-owner will not charge people for admittance to the event.	
13	The second and third floors of the clubhouse are off limits. Rental of the clubhouse DOES NOT include use of the pool.	
14	The co-owner signing this checklist will be present at the event and will be available via cell phone throughout the entire event. The co-owner acknowledges she/he is responsible for the behavior of all guests at the event and agrees to ensure there is no lewd behavior (e.g. foul language, nudity, inappropriate material on televisions, etc). The co-owner agrees to allow their cell phone number to be posted on the HOA's website (clubhouse calendar) until the event is over.	

**Rentals shall not be used to sell products to the general public. Only Tupperware / Basket / Jewelry / Home Interiors type parties are permitted. The Harrodsburg Square Condominium HOA, through its Board, reserves the right to reject any rental deemed by it to be too "commercial" in its scope and use. There is to be no mass marketing/advertising efforts made for attendance (no email, door-to-door, or similar campaigns). Only the renting co-owner personal invitation circle of friends and family are to be invited. Violation of this rule will result in loss of deposit. Do not tape or nail banners, pictures, posters, and similar items on the walls.*

Co-Owner Printed Name and Unit Number: _____

Co-Owner cell phone number: _____

Co-Owner Signature and Date: _____

Printed Name of HOA Representative Reviewing Checklist: _____

HOA Representative Signature and Date: _____