

Village of Woodgreen
Conditions of Rental of Clubhouse

1. The facilities can be rented only by a **member** of the Homeowners Association. The member must be current with all bills due to the Association at the time the reservation is made and at the time of the event for which the facility is rented.
2. The **usage fee** must be paid before the Application for Reservation can be approved and accepted by the Association management agent.
The usage fee will be refunded if the reservation is canceled more than 10 days prior to the date for which the facility is reserved.
If the reservation is canceled 10 days or less, prior to such date, the usage fee will be retained by the Association as liquidation damages for the cancellation.
Usage fees are as follows:
 Monday – Friday (vacated by 5:00PM)\$50.00
 Monday – Thursday (5:00PM – 12:00 midnight).....50.00
 Friday – Sunday (5:00PM – 12:00 midnight).....150.00
3. A \$125.00 **clean-up deposit** for private member parties and \$200.00 clean-up deposit for organization functions is required of members renting the Clubhouse. The clean-up deposit must be paid to the Association management agent no later than 5 days prior to the date for which the facility is reserved. The member's failure to pay the deposit when due will be deemed to be voluntary cancellation of the reservation ; the member will forfeit the usage fee as provided by paragraph 2.
4. The clean-up deposit will be refunded if the facility and its contents are not damaged and are cleaned in accordance with the Association management agent. Damages to the facility or its contents, or failure to clean the facility to the satisfaction of the agent will result in the forfeiture of the clean-up deposit. The **member** shall be liable for the amount by which such costs or damages exceed the amount of the deposit.
5. The **member** is fully responsible and liable for all clean-up costs and damages to the rented facility, its contents or to the Village of Woodgreen premises. Further, the member is fully responsible and liable for the cost of replacing contents or furnishings which may be removed from the facility during the rental period.
6. **All events shall terminate at 12:00 midnight.** The facility must be cleaned, vacated, and locked no later than 12:00 midnight.
7. The usage fee and the clean-up deposit must be paid by the **member** who rents the facility, whether the event is a private member party of an organization function.
8. The **member** who rents the facility **must attend the event** for which it is rented and **must be present the entire time** during which the event takes place.

9. The **member** must make arrangements with the Association management agent to obtain keys to the facility. The keys can be obtained no earlier than the last business day preceding the event and must be returned to the agent no later than the first business day following the event. The **member is responsible for the keys**. The keys shall not be duplicated. Further, if a key is lost, the member is responsible and liable for all costs and expenses of changing the locks.
10. No activity or event for which the facility is rented may be advertised or publicized in any manner to solicit the attendance of the general public. No admission may be charged at the door, unless the member receives advance authorization from the Association management agent.
11. Rental of the facilities does not include the tennis courts, the pool, or the pool area. These areas are off limits to those attending events in the facilities.
12. If more than 50 people are expected to attend the event for which the facility is rented, the member must employ a security guard or an off-duty policeman to provide traffic control, crowd control, and proper parking.
13. The maximum allowable occupancy for the Clubhouse is 100 people. The member is responsible for strict adherence to these limitations.
14. Noise must be kept within the confines of the facility. NO speakers or other electronic sound equipment may be used during the rental of the facility. Fireworks are prohibited. Complaints by residents in the vicinity of the facility may result in termination of the event by the Association management agent. Any occurrence or activity which results in such termination shall be deemed to be a breach of the conditions by the member.
15. No beer kegs are allowed inside the facility. Kegs may be used on the porch and on the paved or concrete surfaces outside the facilities (excluding the tennis courts and the pool area).
16. No bird seed or rice may be thrown inside the facility, on the tennis courts, or the pool area.
17. Furniture may be carefully moved, but it must be returned to the original positions. Please request a floor plan if applicable.

18. No tape may be placed on the ceiling or walls of the facilities and no pictures or decorations may be hung within the facilities, unless the member receives advance authorization from the Association management agent.

19. The **member is responsible** for cleaning the rented facility. If the facility is not cleaned to the satisfaction of the Association management agent, the clean-up deposit will be forfeited. The member must reimburse the Association all clean-up costs and expenses in excess of the amount of the forfeited clean-up deposit.
Cleaning requirements include, without limitation, the following:
 - a. All floors be swept and vacuumed.
 - b. All countertops and tables must be wiped clean.
 - c. The kitchen must be properly cleaned. This includes mopping the floor, cleaning the stove and refrigerator, cleaning the countertops and sinks, removing all food and turning off the stove and other appliances.
 - d. All restrooms must be properly cleaned.
 - e. All furniture must be returned to proper positions.
 - f. All greenery, flowers, and other decorations must be removed.
 - g. All trash and garbage must be bagged, tied, and placed in the garbage containers provided beside the clubhouse.
 - h. The lights must be turned off.
 - i. The heating and air conditioning systems must be returned OFF or set at the temperature prescribed by the Association management agent. Failure to strictly comply with this requirement will automatically result in forfeiture of the clean-up deposit.
 - j. All doors and windows must be locked (check before you leave). Failure to strictly comply with this requirement will automatically result in forfeiture of the clean-up deposit.

20. The **member** is responsible for all persons who attend the event for which the facility is rented. The breach or violation of any condition set forth herein may result in loss of clean-up deposit, the imposition of liability on the member, and /or the denial of future use of the facility.

21. The Association reserves the right to refuse to lease the Clubhouse for any purpose it deems to be detrimental to, or not in the best interest of, its members. It further reserves the right to refuse to rent the facilities on any dates and any time it deems inappropriate, inconvenient, or otherwise unsuitable for rental.