



Clubhouse Rental Agreement
High Point Homeowners Association
 P.O. Box 361065 Strongsville, Ohio 44136 440-638-4304

RENTAL DATE _____ DAY OF WEEK _____

Rental Rate \$ _____ [] Non-Pool Rental [] Includes Pool as indicated

Resident Name (please print) _____

Resident Home Address _____

Home Phone () _____ Cell Phone () _____

Specific Purpose of Rental _____

Expected Number of Guests _____ **(Maximum 120 people permitted in the clubhouse)**

Special Services Request _____

ALCOHOL SERVICE? [] No [] YES – (alcohol may NOT be sold)

[] Served by Homeowner (Refer to Insurance section below and Liability Release)

[] Vendor/Bartender _____ Liquor License # _____

(Summer Note: Alcoholic Beverages may NOT be taken outside of party room to the pool deck at any time during event. Renting resident is required to inform guests and enforce this policy. Lifeguards have full authority in pool and deck area. Their decisions are final to protect the safety of swimmers.)

EVENT TIME: Guests will arrive at _____ AM/PM Event ends at _____ AM/PM

(NOTE: During pool season guests may not arrive before 5:00 p.m. **For all rentals throughout the year**, set up may be done after **9:00 a.m.** on day of rental. Event and music **MUST** end by 12:00 a.m. Facility cleanup must be completed and all people exit facility no later than 1:00 a.m. No exceptions.)

[] NO Pool use [] SUMMER RENTAL – End Pool use at _____ AM/PM

(NOTE: During pool season, rentals may begin while pool is being used by residents. **Pool must be shared with residents** until pool is closed at 10:00 p.m. Event guests may not take over the pool or encourage residents to leave. Lifeguards have full enforcement authority to protect residents.)

FOOD or ENTERTAINMENT VENDOR: [] Resident [] Vendor – complete below

Vendor _____ Phone () _____

INSURANCE: Resident is required to sign "Release From Liability and Agreement to Indemnify" form. It is suggested that renting resident contact their personal insurance agent to be sure their own hazard insurance includes liability protection for any event they might host at a location other than their home.

I have read and fully understand the terms and conditions for the rental of the High Point Club House and facilities as set forth on BOTH SIDES of this document and agree to same. I also understand failure to adhere to any of these terms may result in a partial or complete forfeiture of the rental fee or security deposit, as noted herein and determined by association trustees.

Resident/Homeowner signature

Date

Association Representative

Additional Terms and Conditions for Club House Rental
High Point Homeowners Association

Your signature on the reverse side of this Rental Agreement constitutes your full and unconditional acceptance of all additional terms and conditions as listed below.

Rental of the High Point Club House and Pool is a privilege reserved exclusively for residents and their family members and not other relatives, friends or the general public. Activities are limited to private parties for family entertainment and recreation, unless otherwise approved **in advance** by the association trustees. All homeowner association dues and financial obligations must be paid in full before a rental contract is accepted. *Residents renting the facility MUST be present at all times during the activity and will be held responsible for the conduct of guests while on High Point property.* A "Release From Liability and Agreement to Indemnify" form MUST also be signed at the time a rental agreement is executed by the renting resident and a walk-through is also required. Security cameras are located inside and outside the clubhouse.

Rental fees are listed on this agreement and vary by the specific circumstances of the event. A Security Deposit of \$500 (\$100 and \$400 checks) is required in addition to the Club House rental fee. These fees must be paid by separate checks, *drawn on the personal account of the resident* to confirm a reservation. Security deposits are refunded within two weeks of the event, if all terms and conditions of this rental contract have been observed. An inspection of the Club House facility is done prior to each event and following each event, with a written report issued to the renting resident. Damages and violations of the rental agreement are reported to the trustees and reasonable charges will be deducted from the security deposit. *Your liability is not limited to the amount of your security deposit.* **Damages to the facility (including, but not limited to, walls, carpets, tables, chairs, decorations, equipment, etc.) over and above the amount of the security deposit are the full financial responsibility of the resident.**

Rentals taking place during the summer months MUST have lifeguards on site at all times, even if the pool is not being used. Only approved lifeguards under contract to High Point or its agent are permitted. Lifeguard directions must be followed by guests at ALL times, as the High Point trustees have given full authority to these personnel in supervising pool and swimmer safety.

Cancellations made at least 21 days in advance will receive a full refund (rental fee and security deposit). A \$100 fee will be charged if cancellation is made with less than 21 days notice.

Renting resident is responsible for the following:

- ❖ Decorations may ONLY be hung with only masking tape on wallpapered walls or glass – not stained wood or from ceilings, ceiling fans or light fixtures. Fees will be deducted from the security deposit to repair damage or provide special cleaning services or repair equipment.
- ❖ Tables and chairs must be wiped clean (and tape removed) and stored in their racks and returned to their storage area. Entire floor in party room and lobby must be vacuumed. All kitchen appliances and equipment must be cleaned. Debris cleaned from kitchen floor. Your security deposit will be at risk if clubhouse is not returned in the condition it was received.
- ❖ Party room, kitchen, lobby and parking lot areas must be cleaned of debris and trash. ALL garbage and trash **must be removed by renting resident at conclusion of event.** No trash or other materials may be left behind. Indoor trash containers are provided with HD liners (45 gallon) that must be removed by resident, but liners do not need to be replaced.
- ❖ Set up may be done after 9:00 a.m. the day of rental, not the day before. Club House key must be returned following event to location as directed on map supplied with rental key. A \$100 fee will be charged for lost keys (commercial lock system). Winter heat to be set after event at 58 degrees. Summer air conditioning to be set after event at 78 degrees.
- ❖ Smoking is NOT permitted in the Clubhouse or the pool deck area. Smoking is allowed only in outdoor designated area. A receptacle is provided to assist smokers in extinguishing their cigarettes. Maximum capacity is 120 people in the Club House at any time. (Revised 02-2012)