

Section 8.4 Clubhouse Rental Agreement

I agree to comply with the following regulations of the cooperative for the use of the clubhouse. The failure to comply with the clubhouse rental agreement could result in the members not being allowed to rent the Clubhouse for one year.

- 1. Members reserving the clubhouse must be in good standing and in the clubhouse at all times while it is rented.
- 2. The clubhouse must be thoroughly cleaned after use. Cleaning includes vacuuming, mopping, emptying trash containers, wiping off tables and securing all locks.

If the clubhouse is not left in an acceptable condition, the members will be charged accordingly for clean-up or damages.

- 3. Members and guests must be out of the clubhouse by 1 a.m. with the facility cleaned and prepared for re-use. Members are responsible for all actions of their guests while on Highleah property.
- 4. Keys should be returned by the next working day or placed in the drop box. Loss of or failure to return the clubhouse key will result in a charge to the member's account for lock and key replacement.
- 5. Any overnights must be approved by the board of directors before the day of the overnight. Overnight is defined as from the evening of one day until the morning of the next day. The clubhouse must be cleaned and all occupants out by 7 a.m.
- 6. Members must use tape or tacky adhesive such as Sticky Tack when affixing decorations to the ceiling or walls. All adhesives must be removed from the ceiling or walls at the end of the rental. If the ceiling, or walls are, it is the members' responsibility to pay for the repair of the damage.
- 7. Smoking or vaping is prohibited in the clubhouse.
- 8. If the patio is used, it must be cleaned as thoroughly as the clubhouse.
- 9. Lights must be turned off when leaving or a fee may be added.

By signing this agreement, I acknowledge that the fee of \$50 to use the clubhouse is nonrefundable and due now.

I agree to pay for any damage caused by my use of the clubhouse.

I also agree that I will pick up the keys before noon on Thursday before a weekend rental.

Member signature: _____

Date: _____ **Address:** _____

Phone: _____ **Date of rental:** _____

For office use:

Keys picked up on _____ **yellow blue green red Returned** _____

Section 8.5 Complaint Form