

## GREENWOOD VILLAGE COMMUNITY CLUBHOUSE

### **RULES AND REGULATIONS**

The Association takes pride in presenting our residents with a beautiful Clubhouse in which to relax with neighbors, friends, and guests. These Rules and Regulations are established to permit any resident of the GREENWOOD VILLAGE Community to enjoy the use of the clubhouse without infringement upon the privileges of other residents and their guests.

The Clubhouse may not be used for business meetings or any other commercial use without the written permission of the HOA Board.

#### **Clubhouse Rental Rules and Responsibilities**

The residents shall:

- Renters are fully responsible for the conduct and actions of their guests at all times.
- Renters assume full responsibility for any damage to or theft of clubhouse property, including (but not limited to) the TV, furniture, appliances, and fixtures. Costs for repairs or replacements will be billed directly to the renter.
- The following are **strictly prohibited**:
  - Loud or disruptive behavior, including excessive noise, profanity, or live/amplified music.
  - Offensive or inappropriate conduct.
  - Pets or animals of any kind inside the clubhouse.
  - Glass containers or products **outside** of the clubhouse.
- All trash generated during the rental must be removed from the clubhouse and taken to the renter's personal trash bins for proper disposal on their regular trash day. Used trash liners must be replaced with new ones.
- Open flames are not allowed, with the exception of birthday candles on a cake.
- Renters must follow the **attached cleaning checklist**. Failure to complete all required cleaning tasks will result in loss of deposit.
  - Before leaving the clubhouse, renters must:
  - Turn off all the lights.
- Ensure all doors are closed and securely locked.
- Guests are **not permitted** in the gym area under any circumstances.

**Only residents aged 21 or older may reserve the clubhouse. The resident who reserves the clubhouse must be present for the duration of the event.**

The Association or Owners shall not be responsible for any articles, personal or otherwise, which are lost, stolen or missing by any resident, guest or friend.

I have read the forgoing rules and regulations and agree to abide and have my guests abide by the same.

Resident Name: (please print) \_\_\_\_\_

Address:

\_\_\_\_\_

Contact Number: \_\_\_\_\_

Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### CLUBHOUSE RESERVATION FORM

Homeowner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_

Time: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Estimate Number of Guests: \_\_\_\_\_

#### **Acknowledgment and Agreement**

I acknowledge that I have received, read, and understand the Greenwood Village Rules and Regulations, and I agree to abide by all policies set forth therein. I understand that I am fully responsible for any damages, violations, or penalties incurred as a result of my use, or my guests' use, of the clubhouse and its facilities. Any such costs or penalties assessed by the Greenwood Village Homeowners Association will be billed directly to me.

I also confirm that I have received a copy of the Clubhouse Clean-Up Checklist and understand that I am required to complete all listed tasks at the conclusion of my event.

Homeowner's Signature \_\_\_\_\_

Today's Date: \_\_\_\_\_

**ALL CHECKS SHOULD BE MADE PAYABLE TO: GREENWOOD VILLAGE**

CLUBHOUSE RENTAL FEE: \$100.00

REFUNDABLE DEPOSIT REQUIRED \$250.00

**\*Should be two separate checks\***

**Send To:** Custom Community Management, P.O. Box 2225, Cranberry Township, PA 16066

# Cleaning checklist for clubhouse rental/use

- Wipe down counters and tables
  - Place chairs back on tables
  - Sweep and Mop floors as needed
    - Empty kitchen trash only  
(do not need to empty bathroom trash)
    - Replace trash bags in cans
  - Clean appliances that have been used
- \*Broom and mop in front closet, other cleaning supplies above sink

## **Rules:**

- No plastic tape
  - No nails in walls
  - No dishes left in sink
  - No dishes left in dishwasher if not ran
  - Any bags of trash/recycling are to be placed in personal bins for pickup at renter's house
    - Furniture returned to original layout
    - Do not leave anything in the fridge
      - Turn off lights
    - Make sure the door is locked
  - All personal decorations and items must be removed
- \*Failure to clean up after clubhouse use/rental can result in the HOA keeping your security deposit and/or violation fines