

**CLUBHOUSE RENTAL RULES, CHECK LIST & RENTAL CONTRACT**  
**EBHOA Clubhouse Rental**

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**ELIGIBLE RENTERS**

The Clubhouse is available for rental by Emerald Bay Homeowners' on a first come, first serve basis. A rental fee and security deposit is required to hold your reservation. A rental applicant must be a homeowner or property owner in good standing with EBHOA (that is, they must be current with all dues and obligations to the HOA).

**HOW TO MAKE YOUR RESERVATION**

It is preferred that reservation applications be made over the internet by going to [www.ebhoa.org](http://www.ebhoa.org) and clicking on the *Calendar & Clubhouse Rental* link. Check the calendar to see if the day you desire is available. If so, click on E-MAIL RENTAL RESERVATION REQUEST FORM, fill it in and send it. Your reservation request will be held for ten days pending full payment of the rental fee and deposit. At the end of ten days if you have not paid in full (see below) your reservation will be cancelled. If you do not use the Internet, please call Beth Coradini (Emerald Lake) to make your reservation (see phone numbers below; please leave a detailed message).

**FEES**

Two separate checks, each made out to EBHOA, are required to hold your reservation: \$150.00 is a security deposit, \$50.00 is the rental fee. The \$150.00 deposit check will be returned if the final inspection indicates that all the conditions are met concerning the rental check list; otherwise, that amount will be retained to pay for a proper cleaning.

**WHO TO PAY...**

Beth Coradini will be accepting payments. Please call Beth to make payment arrangements. At that time Beth will also make arrangements to meet you (closer to your rental date) at the clubhouse for the initial clubhouse inspection, contract signing and for you to obtain the key. Please do not expect to get a key until the day before, or the day of your event. Beth will also make arrangements with you for the final "clean-up" inspection and return of the key (to her) and deposit (to you).

**Beth Coradini's cell phone 423.920.1024 Address: 1258 Spitzzy Lane** *(please be sure to leave your phone number)*

**CLEANING AND CHECK LIST**

Unless there is a reservation for the next day the renter has until the end of the day after their event to complete the cleanup. If there is a renter the next day, you must complete your cleaning immediately after your event. Please follow the cleaning checklist (hanging on the kitchen wall at the clubhouse) to complete your clean-up.

**KEY RULES AND CONDITIONS**

**THE HOMEOWNER/RENTER MUST BE PRESENT AT THE EVENT AT ALL TIMES AND IS RESPONSIBLE FOR THE PROPER USE OF THE CLUBHOUSE.** At no time should the Clubhouse doors and windows be left unlocked without the renter present. Events involving minors must be supervised by the appropriate number of adults and **AT NO TIME SHOULD CHILDREN AT YOUR EVENT BE AT THE POOL WITHOUT ADULT SUPERVISION.** The Clubhouse and surrounding property is a smoke free environment. Rental of the Clubhouse provides exclusive access to the Clubhouse only. Use of the pool is allowed during the months and times the pool is open; however, the use of the pool is not exclusive to the renter. If the primary focus of the party involves use of the pool, and it is for a large group, the date of the party should be restricted to Monday – Thursday when pool usage is lower.

NAME \_\_\_\_\_

DATE OF RENTAL \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

E-MAIL \_\_\_\_\_

**EMERALD BAY HOMEOWNERS' ASSOCIATION  
CLUBHOUSE CONTRACT AND CHECKLIST**

Two checks are required at the time the clubhouse is reserved: \$150 and \$50. The \$50 check is the fee for rental of the clubhouse. The \$150 check is a cleaning deposit, and will be returned at the completion of the rental when inspection indicates all of the conditions in the chart below are met; if not, the \$150 will be retained by EBHOA and used to pay for cleaning of the clubhouse.

The Emerald Bay Homeowners' Association provides cleaning tools and supplies.

TASK	CONDITION AT TIME OF RENTAL	CONDITION AFTER RENTAL
All trash cans are to be emptied and trash placed in curbside dumpsters.		
Liners are to be replaced in trash cans.		
Kitchen counter and sink wiped down.		
All floors should be swept and mopped of spills.		
Appliances are clean and empty (other than ice machine).		
All food to be removed from refrigerator, cupboards and counters.		
Bathrooms, including sinks and toilets are cleaned.		
All paper towel and toilet papers are replenished, as necessary, using the provided supplies.		
Tables and chairs should be cleaned of any spills and returned to their original position.		
Thermostat is returned to winter/summer before leaving (Turn off for summer) 60 degrees in winter.		
Turn all lights off when closing up, except front porch lights.		

*SIGNATURE BY RENTER ACKNOWLEDGING CONDITION OF CLUBHOUSE AT TIME OF RENTAL*

\_\_\_\_\_ *DATE* \_\_\_\_\_

*SIGNATURE OF CLUBHOUSE REPRESENTATIVE AND RENTER AT COMPLETION OF FINAL INSPECTION*

\_\_\_\_\_ *DATE* \_\_\_\_\_

\_\_\_\_\_ *DATE* \_\_\_\_\_