

## **EBHOA Clubhouse Rental Contract and Checklist**

### **ELIGIBLE RENTERS**

The Clubhouse is available for rental by Emerald Bay Homeowners on a first come, first served basis. Checks for the rental fee and security deposit are required to hold your reservation. See the Emerald Bay HOA Clubhouse Rental Policy for more information including Eligibility, Guidelines, and Restrictions. See the Emerald Bay Swimming Pool Policy for information and rules regarding use of the pool.

### **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. The webmaster will confirm the date requested and post it on the calendar. 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.

### **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 any damages and/or a proper cleaning.

**IMPORTANT:** Both checks must be from the person making the rental reservation; no third-party checks are allowed.

### **WHO TO PAY...**

Jean Wortham is the Clubhouse Rental Coordinator. Please call Jean to make payment arrangements. At that time Jean 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. Jean will also make arrangements with you for the final "clean-up" inspection and return of the key (to her) and Security Deposit (to you).

**JEAN WORTHAM Home Phone: 423.332.5779 – Cell Phone: 423.933.7111 (but please call home Phone first)**  
**831 Brooke Stone Dr.** (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 renter agrees to abide by all conditions set forth in the EBHOA Clubhouse Rental Policy and the EBHOA Pool Policy as well as the conditions in this Clubhouse Rental Contract. The renter understands that he/she is responsible for cleaning up after the event and for ensuring that no damage to the property occurs during the event.

NAME \_\_\_\_\_

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

ADDRESS \_\_\_\_\_

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

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

## EBHOA Clubhouse Rental 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 and damage 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 and/or repair of the clubhouse. Both checks must be from the person making the rental reservation; no third-party checks are allowed. Any costs for cleaning or damage repair above the \$150 deposit will be assessed to the renter

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

TASK	CONDITION AT TIME OF RENTAL	CONDITION AFTER RENTAL
All inside trash cans are to be emptied and trash placed in curbside dumpsters.		
Liners in inside trash cans shall be replaced.		
Kitchen counter and sink shall be cleaned and wiped down.		
All floors shall be swept and mopped of spills.		
Appliances shall be cleaned and empty (other than ice machine).		
All food shall be removed from refrigerator, cupboards and counters.		
Inside bathrooms, including sinks and toilets, shall be cleaned.		
Paper towel and toilet paper dispensers shall be replenished as necessary, using provided supplies.		
Tables and chairs shall be cleaned of any spills and returned to the storage racks.		
Thermostat shall be returned to the winter or summer setting before leaving: 60 degrees in winter, 80 in the summer.		
All lights shall be turned off when closing up, except front porch lights.		
During pool season, outside bathrooms, including sinks and toilets, are to be cleaned.		

*SIGNATURE BY RENTER ACKNOWLEDGING CONDITION OF CLUBHOUSE AT TIME OF RENTAL, AND UNDERSTANDING OF BOTH CLUBHOUSE AND POOL POLICIES*

\_\_\_\_\_  
DATE \_\_\_\_\_

*SIGNATURE OF CLUBHOUSE RENTAL COORDINATOR AND RENTER AT COMPLETION OF FINAL INSPECTION*

\_\_\_\_\_  
DATE \_\_\_\_\_

\_\_\_\_\_  
DATE \_\_\_\_\_