

**GREENHURST CONDOMINIUM ASSOCIATION**

**AGREEMENT FOR COMMUNITY ROOM RESERVATION**

**Contact the rental representative for availability and additional information.**

**Date of Reservation** \_\_\_/\_\_\_/\_\_\_ **Hours Scheduled** \_\_\_\_\_ to \_\_\_\_\_

**Owner's Name** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Two separate checks WRITTEN by owner payable to Greenhurst Condominium Association—\$75 for rental and \$100 deposit for any cleaning/repairing required after checked by the rental representative. The \$100 check will be returned if no additional cleaning or repair is needed.**

**Approximate number of guests** \_\_\_\_\_ **(fire regulations limit the capacity of the room to 67 persons).** **Type of event** \_\_\_\_\_.

**The Clubhouse belongs to the owners of Greenhurst and is considered part of our homes. The Community Room may be used by the owners for private entertaining under certain conditions, but it should be treated with care. To maintain equity and safety in the use of the facility, the following guidelines must be followed.**

- 1. Owner may reserve the Community Room for private events any day or evening except for dates reserved for Association events (New Year's Eve, New Year's Day, Oaks Day, Derby Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and Super Bowl Sunday).**
- 2. The owner reserving the Community Room MUST be present at the event and is responsible for the actions of his/her guests while using the facility.**
- 3. The owner reserving the Community Room is responsible for returning it to the condition it was prior to the event. The damage/cleaning deposit will be forfeited if any cleaning or repair work is required after the owner leaves the building. Any cost over \$100 is the responsibility of the owner renting the Community Room. (See attached checklist to be completed by owner after the event and verified by rental representative.)**
- 4. Rental is for the Community Room only. Library, exercise room, pool and pool deck are off limits to guests. The poolside grill may be used by the owner renting the Community Room.**
- 5. For their safety, children are not be allowed outside the Community Room without supervision during an event.**
- 6. Guests should be respectful of the Greenhurst community. Parties and events should be scheduled between the hours of 9 a.m. and 11 p.m. Noise levels should be reasonable, especially during the later evening hours.**
- 7. To be energy efficient, the front door should only be propped open for wheel chair access, delivering food, removing gifts, etc.**
- 8. Tape should NOT be applied to the drywall. NO confetti may be used.**
- 9. The owner reserving the Community Room SHOULD INFORM GUESTS OF PARKING REGULATIONS. Parking is limited to designated spaces and to streets with curbs not on grassy areas. No cars are to be parked on Village Green Drive.**

- 10. The appropriate rental fee and damage deposit must be paid, and the Agreement signed by the owner before the Community Room will be reserved. Please specify approximate start and end times allowing for cleaning time.**
- 11. To make sure the room is available, reservations should be made at least one week in advance. Reservations may not be made more than four (4) months in advance.**

**Community Room may be rented ONLY if all maintenance and penalty fees have been paid.**

**Signature of Owner reserving the Community Room \_\_\_\_\_**

**Date signed \_\_\_\_\_**

**Signature of Community Room Rental Representative \_\_\_\_\_**

**Date Signed \_\_\_\_\_**

**Return the following to the rental representative to confirm the rental reservation:**

- 1. Signed reservation agreement,**
- 2. Check for \$75 for rental,**
- 3. Check for \$100 for deposit for cleaning or repair,**
- 4. Self-addressed, stamped envelope.**

\_\_\_\_\_ **Ck. # Rental Agreement**

\_\_\_\_\_ **Ck. # Cleaning/Repair**

**Approved at Board Meeting September 19, 2018.**

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**Checklist to be used by the owner and rental representative following an event in the Community Room. Cleaning supplies are in the kitchen closet and under sinks.**

**Owner Checklist**

**Representative**

- All trash (outside and inside) is picked up and garbage placed in the plastic bags in the garbage cans (no liquids disposed of in cans). Do not remove full trash bags from the can.** \_\_\_\_\_
  
- Carpet vacuumed (vacuum in trash room); uncarpeted floors swept and spills wiped up (broom and dust pan in trash room)** \_\_\_\_\_
  
- Furniture returned to original position.** \_\_\_\_\_
  
- Kitchen counter, stove top, oven, microwave, and coffee maker (grounds emptied in trash) cleaned (dish soap and 409 under sink).** \_\_\_\_\_
  
- Glass surfaces wiped clean of any food or water spillage.** \_\_\_\_\_
  
- Lavatories checked and cleaned; if necessary, disinfectant wipes under sink.** \_\_\_\_\_
  
- Mini-blinds lowered (if raised).** \_\_\_\_\_
  
- Tape removed. Marks on walls removed.** \_\_\_\_\_
  
- Fire place turned off and vent closed if used.** \_\_\_\_\_
  
- Cigarette butts removed from sand in smoking areas.** \_\_\_\_\_
  
- Grill cleaned with wire brush (in grill cabinet).** \_\_\_\_\_
  
- Towels, dish cloths, pot holders laundered and returned.** \_\_\_\_\_
  
- Thermostat returned to 65 degrees during heating season; and 75 degrees during air-conditioning season.** \_\_\_\_\_
  
- Lights turned off (the exception is the foyer lamp, which is on a timer).** \_\_\_\_\_
  
- Ceiling fans turned off.** \_\_\_\_\_
  
- Front door should be unlocked during event (key wrench located above bulletin board). DO NOT PROP DOOR OPEN letting out heat or AC. After an event, the renter should lock front door and return key to the bulletin board. During pool season (May/September), back door must remain unlocked when pool is open.** \_\_\_\_\_