

**Cobblestone Homeowners Association
Clubhouse Reservation Agreement
POOL AND DECK NOT INCLUDED**

Name of Homeowner(s): _____

Address: _____

Home Telephone: _____ Cell: _____

Date Requested: _____ Usage: _____

Time of Party: (From) _____ (To): _____

Number of Attendees: Adults _____ Minors (Under 18) _____

Date Deposit Fee Received: _____

Email: _____ Card # _____

The clubhouse facility may be reserved for private events by Cobblestone homeowner(s) who are current with their Association dues, have no outstanding assessments, and are in good standing with the HOA. No one may reserve the clubhouse for another homeowner who is delinquent. **Two weeks' notice is required to book the clubhouse. If a homeowner has made a reservation for a private event at the clubhouse and desires to cancel it, notice of cancellation must be received by our management company at least 48 hours prior to the scheduled event. Failure to give proper notice will result in forfeiting both the usage and security deposit fees.**

All clubhouse reservations are limited to the hours of 8:00 a.m. to 11:00 p.m. Maximum occupancy of the clubhouse is 40 people. Minors under the age of 18 must be supervised by the person reserving the clubhouse. The sponsoring homeowner(s) must be present for the duration of the event.

The clubhouse is a NON-SMOKING facility. No pets, except service animals, are permitted. Since the clubhouse is located in close proximity to neighborhood homes, please ensure that your guests do not congregate in the parking lot, street, or outside the clubhouse. All music must be played at a volume not disturbing neighbors. Lancaster County Noise and Parking Ordinances apply and will be enforced.

Primary use of the clubhouse shall be for community functions, clubs, and activities sponsored in part or whole by the COBBLESTONE HOA and are exempt from all usage and security deposit fees. When the clubhouse is not in use for the HOA programs, the clubhouse may be reserved by homeowner(s) for private events.

The COBBLESTONE HOA reserves the right to grant or (deny) usage of the clubhouse. Applications will not be accepted for business/commercial events. Attendance must be by personal invitation only and not by public notice. In scheduling use of the clubhouse, any Association function shall take precedent over private usage.

Event Decorating: Decorations shall be limited to masking tape and string; **expressly forbidden** are push pins, nails, glue, tacks, staples, stick-tak, scotch tape, confetti, glitter, and silly string.

Pool and Pool Deck: Usage of the clubhouse **does not** include usage of the pool and pool deck area. During swim season, May 1 to September 30, the French doors leading to the pool and deck area should remain closed

unless required as an emergency exit. **Two independent exits must be accessible at all times.** No gas/charcoal grills, fire pits, or heating units are permitted on the pool deck area for private functions. (Initial) _____

Clubhouse Reservation Agreement (continued)

Alcoholic Beverages: If any alcoholic beverages are served, homeowner(s) must provide proof of host liquor liability insurance with combined single limit coverage of \$1,000,000 with respect to injuries, deaths or damages. This may be accomplished through a general liability or excess liability (umbrella) rider to the homeowner's policy, or through a separate policy, provided that the rider or additional policy specifically covers host liquor liability. **Proof of such insurance must accompany this rental agreement** or this reservation agreement is subject to automatic termination by the Association. Alcohol may NOT be SOLD on the premises and must not be provided to anyone under legal drinking age or appearing to be intoxicated.

Will alcohol be served? (Initial) Yes ___ No ___

Cleaning: The clubhouse will be inspected before and after each event. The homeowner(s) making the reservation is responsible for cleaning the clubhouse before leaving and all furniture and cleaning supplies must be returned to their original location. Upon completion of the attached Clean-up Checklist and satisfactory inspection of the clubhouse by a designated Committee Representative, the security deposit will be released.

Deposit: A non-refundable usage fee of \$25 is due at the time the facility is reserved. Please call Braesael Management Company to officially reserve the facility subject to availability. **An additional security deposit of \$125 is required along with the signed reservation agreement. This must be mailed to the management company two weeks after the reservation date is requested.** The security deposit covers a cleaning service, if required, or damage repair. However, if damages exceed \$125, homeowners are liable for all additional expenses. (Two separate checks are required.) **Checks should be made payable to Cobblestone Homeowners Association. Mail checks / money orders to: Cobblestone Master Association at P.O. Box 3070, Matthews, NC 28106.** Upon receipt of the completed reservation agreement and the security deposit, Braesael Management will confirm the reservation by signing and emailing a copy of the agreement back to the homeowner(s). The homeowner(s) will then contact clubhouse representative, Chris Bizik at 803-396-5566 to arrange a personal meeting at the clubhouse to review and sign the agreement and address any questions. A reservation is not secure until this agreement is signed and monies are received. Braesael Management will hold the security deposit check until after the inspection. If the clubhouse is left clean per Security Deposit Release Form and undamaged, the \$125 security deposit check will be voided and shredded. The check will be returned by mail **only** upon homeowner's request. The COBBLESTONE HOA does not assume any responsibility for bodily or personal injury or property damage incurred by the renter or their guests.

Failure to comply with any rules/regulations stated herein or any misrepresentation of rental activity or function, as well as undesirable conduct or improper use, will constitute forfeiture of security deposit as well as clubhouse and/or pool privileges. All additional expenses incurred by the HOA due to breakage and/or property damage occurring during the rental period shall be the homeowner(s) responsibility.

I/We, the homeowner(s) have read and is/are familiar with the provisions of the above Agreement and the Rules of the facilities and agree/s to comply with same.

Homeowner Signature _____ Date _____

Homeowner Signature _____ Date _____

COBBLESTONE CLUBHOUSE SECURITY DEPOSIT RELEASE

Name of Homeowner/Host: _____

Date of Event: _____

The Association does not provide a cleaning service after each event. If several events are booked back-to-back in the clubhouse, it will be necessary for the homeowner(s) to clean the facility immediately following their event. Otherwise, cleaning must take place within 24 hours of the event. If cleaning is not performed, you will be responsible for the cost of any additional cleaning service. **After cleaning, complete this check list and leave it on the kitchen counter.** Upon inspection, if all is completed your security deposit will be released, per the Reservation Agreement.

◆◆ CLEAN-UP CHECKLIST ◆◆

(Cleaning supplies are located under the kitchen sink and in the storage room.)

- ___ Empty all trash. Dispose in proper containers located outside on pool deck.
- ___ Clean bathroom sink, toilet and floor.
- ___ Wipe clean kitchen cabinets, microwave, toaster oven, counter tops, and sink.
- ___ Empty and clean the refrigerator leaving no food or drinks behind.
- ___ Windex glass top tables. Wash folding tables and chairs.
- ___ All furniture must be returned to its original location.
- ___ Vacuum all floors including rugs. Wet mop ALL tile floors using cleaning solution.
- ___ Windex glass French doors.
- ___ Inventory chairs at 38 and tables at 6.
- ___ Reset Temperature to 78 degrees summer and 65 degrees winter.
- ___ Confirm that surrounding grounds are in order. Inspect overall condition of facility.
- ___ Turn off all lights, lock French doors, and close front door when exiting.

I (we) have completed all items in the above checklist.

Homeowner Signature: _____ Date: _____

Committee Rep. Signature: _____ Date Inspected _____ Time _____

_____ Cleaning Approved _____ Cleaning Not Approved (See Comments next page)

**COBBLESTONE CLUBHOUSE SECURITY DEPOSIT RELEASE
(Continued)**

Comments: (from prior page)
