

## Carleton Homeowners Association, Inc. Clubhouse Rental Agreement

Upon using the Carleton Homeowners association Clubhouse, I hereby agree to follow the rules and regulations established for the Carleton Place Clubhouse, copy attached hereto.

I hereby reserve the clubhouse for use on \_\_\_\_/\_\_\_\_/\_\_\_\_ beginning at \_\_\_\_ through \_\_\_\_.

I agree to return the key to CSS by 5 PM the following working day unless otherwise directed.

I hereby submit a \$100.00 deposit, which will be refunded after the inspection of the clubhouse and a non-refundable \$40.00 rental fee.

I agree, at the conclusion of my function, to *remove* all bottles, cans, trash, and food from the clubhouse and place in the trash container outside.

I further agree to be responsible for damage to the facility and its contents, ordinary wear and tear accepted.

I AGREE TO ACCEPT ALL RESPONSIBILITY OF THE CLUBHOUSE/POOL USE. IN THE EVENT OF AN ACCIDENT OR INJURY, I THE HOMEOWNER WILL BE RESPONSIBLE FOR THE INSURANCE DEDUCTIBLE.

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

\_\_\_\_\_  
Homeowner's Name

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

\_\_\_\_\_  
Carleton Unit/Address

\_\_\_\_\_  
Homeowner's Phone Number

\_\_\_\_\_  
CSS Representative

Deposit received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check number: \_\_\_\_\_

Rental fee received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Key Returned: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check number: \_\_\_\_\_

Date Deposit Returned: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Carleton Place Townhomes Association, Inc.**  
**Clubhouse Rules and Regulations**  
**Revised January 30, 2010**

1. The clubhouse can only be reserved by the residents of Carleton Place Townhomes Association. The resident reserving the clubhouse must be present the entire time that the clubhouse is in use. The clubhouse may not be reserved by a resident for any outside individual or agency.
2. No alcoholic beverages shall be consumed by any person under the age of 21 years in the clubhouse or pool or any other common area of Carleton Place. Alcohol consumption is governed by State Law and Carleton Place Townhomes Association assumes no responsibility for monitoring alcohol consumption and will be held harmless for any violations or accidents.
3. A fee of \$40.00 will be charged to the resident reserving the clubhouse. Any cleaning fees that exceed \$25.00 will be withheld from the security deposit. The \$40.00 is payable at the time that the reservation is made and the release agreement is signed. Checks are to be made out to: Carleton Place Townhomes Association.
4. A security deposit of \$100.00 will also be collected at the time of the reservation. The \$100.00 security deposit will be refunded seven (7) days after the clubhouse rental. If damages exceed the amount of the security deposit, it will be assessed through the Homeowners Association Account. Checks are to be made out to: Carleton Place Townhomes Association.
5. A non-refundable fee of \$20.00 will be charged for the use of the parking lot only. The Owner will receive nine (9) disposable parking passes for the spaces at the clubhouse. Once the event is over, the Owner will just need to dispose of the temporary passes. Checks are to be made out to: Carleton Place Townhomes Association.
6. Time Limits: Sunday through Thursday nights – no outside speakers or loud noise after 10:00 p.m. Move party inside clubhouse after 10:00p.m. Friday, Saturday, and holiday evenings, same applies after 12:00 midnight.
7. Any party with anticipated attendance of over 50 needs approval from the Board of Directors – NO EXCEPTIONS!!!
8. When taking possession of the clubhouse for their function, the resident renting the facility shall complete an inventory and condition form.
9. When reserving the facility, the resident shall be required to sign an agreement, wherein he will agree to abide by all clubhouse rules.
10. The key to the clubhouse must be picked up from CSS at (910) 799-9779. The key to the clubhouse must be returned to CSS by 5:00 p.m. on the following working day. The key may not be duplicated for any reason by any resident or officer.

11. The clubhouse can be reserved for functions where the pool is to be also used. However, no resident of Carleton Place Townhomes Association, whether a guest of the clubhouse party or not, shall be precluded from using the pool during such times.
12. Any spills requiring professional carpet cleaning shall be the responsibility of the resident renting the clubhouse. If any carpet cleaning service is needed, such cost will be withheld from the security deposit.
13. No wet bathing suits or towels will be allowed on the furniture or the carpeting in the clubhouse, as the chlorine will discolor the fabric and carpeting.
14. Any damage done to the furniture or contents of the clubhouse shall be the responsibility of the resident, ordinary wear and tear excepted. Resident renting clubhouse is responsible for ALL damages and cost of replacement and repairs. All damages to the clubhouse or personal clubhouse articles will be withheld from the security deposit.
15. Reservations for the clubhouse must be made at least 2 weeks prior to the desired date of use. To make arrangements to use the clubhouse, please call CSS at (910) 799-9779.
16. Basic pool rules are posted around the pool and "No Trespassing" signs are also posted in an attempt to keep people who are neither homeowners nor guests of homeowners from using the pool. Homeowners need to establish a policy of accompanying their guest to the pool. Since there will not be a lifeguard on duty to check guests in and out, the unit owners should take responsibility of questioning or dismissing anyone they think may not be a guest or a unit owner.
17. State Law requires no glass containers in the pool area. Any glass containers should be kept in the clubhouse.
18. All clubhouse and pool furniture should be placed in its original position and location after the function.

**\*\*\*I AGREE TO REMOVE ALL BOTTLES, CANS, FOOD AND TRASH FROM THE CLUBHOUSE AT THE CONCLUSION OF MY FUNCTION AND PLACE IN THE WASTE CONTAINERS OUTSIDE. I WILL LEAVE THE CLUBHOUSE IN THE SAME CONDITION AS I FOUND IT\*\*\***