

Park Orleans Homeowners Association

Clubhouse Rental Guidelines

Community Clubhouse Guidelines and Rental Agreement

The Park Orleans Clubhouse is available for reservation to all homeowners in the Community that are current on their homeowner association dues.

RESERVATION AND DEPOSIT

To reserve the Clubhouse for any function, fill out the Reservation form located on the Community website and mail to the indicated address, or e-mail to parkorleans@wearevision.com. Reservation request should be submitted no later than two weeks prior to the event.

Reserving the clubhouse will require a charge of:

- Reservation of fifteen (15) or less guests no rental fee required.
- Reservation of fifteen (15) or more guests, a \$50.00 clean up fee is required.

All reservations are subject to a two-hundred and fifty dollar (\$250.00) security deposit. The security deposit will be refunded within 48 hours after the event if the terms of this agreement are met. Lack of cleaning, returning the room to the original condition or staying past your allocated time will result in the forfeiture of the entire \$250.00 deposit

RULES AND RESTRICTIONS

1. The clubhouse has a maximum capacity of thirty (30) people. No gathering may exceed this number of guests.
2. The clubhouse will be opened one (1) hour prior to the event to allow set-up and locked fifteen minutes (15) after the event. Violations may constitute forfeiting of the deposit.
3. No alcoholic beverages may be consumed or served in the pool area. The pool area is not rented exclusively for the event. Guests may share the pool with other residents. The only facility exclusively rented is the clubhouse.
4. Pool rules have to be obeyed, at no time is any glass container allowed in the pool area. Pool gates may not be propped open during the event. A failure to follow the pool rules automatically will forfeit the \$250.00 deposit.
5. The clubhouse has a **No Smoking** policy. Renters will not permit smoking inside the Clubhouse.
6. No tape of any kind should be placed on the walls.
7. No balloons should be hung from the ceiling fan.

8. Thumb tacks may be utilized for your decorations.
9. Clubhouse must be restored to its original appearance.
10. Clubhouse inspections will be conducted with the reserving homeowner both before and after the event.

CANCELLATION POLICY

Clubhouse rental must be canceled one week prior to the event in order to receive a 100% refund of your \$50.00 rental fee. Cancellations made up to 72 hours of the event will receive 50% refund of the rental fee. And cancellations less than 72 hours of the event are nonrefundable.

DISCLAIMER

I agree to be responsible for the condition of the facility after I have used it and will leave the facility in the same clean condition in which I found it. I agree to pay for all repairs and damage to the building facilities and/or equipment resulting from or related to the use of the Clubhouse and to pay the cost to replace any furniture, fixtures, TV, equipment and property that are damaged during my rental.

Initial: _____

The Park Orleans HOA is not responsible for the actions of any of your guests while at the clubhouse or while on the property of The Park Orleans Homeowners Association, any repair, replacement, and/or cleaning necessitated by negligence and/or willful acts of my guests or myself. Further, I agree to hold harmless The Park Orleans HOA, its members, officers, directors and agents, from any and all losses, claims, damages, liabilities, expenses, attorney's fees and costs, and obligations arising out of and related to injury of any person, or damage to or loss of any property occurring as a result of, related to, or in connection with the use of the Clubhouse facilities by me, the Renter and/or my guests against all liabilities and expenses including without limitation attorney's fees related to any loss or damage arising from the above identified event.

Initial: _____

I certify that I have read the guidelines for renting the clubhouse at The Park Orleans and agree with the terms and conditions.

Print Name

Signature

If you have any questions please contact VISION at 480.759.4945 or at parkorleans@wearevision.com

Clubhouse Reservation Form

Today's Date: _____ Requested Date of Use: _____

Type of Event/Use: _____

Estimated number of attendees: _____

Start Time: _____ Indicate AM or PM
Finish Time: _____ Indicate AM or PM

Requested Continuous Use Schedule: _____

Cleaning Fees: \$50.00 for parties with 15 or more guests
Deposit: \$250.00 Refundable the Association reserves the right to increase the amount of deposits and /or rental fees based on their discretion. (Refund of deposit contingent on: Rules and Regulations adhered to and community center key returned to VISION Community Management within 48 hours of the event. Deposit refund will be mailed to the owner within 7-10 business days.)

Person Requesting Facility (must be homeowner in Park Orleans or approved agent for organization):

Print Name Signature

Address Telephone #

Homeowner's Insurance Carrier Name: _____

Insurance Carrier's Phone #: _____ **Policy #** _____

Approved: _____ **Date:** _____

Comments: _____

Person or Organization requesting permission for the use of the Park Orleans Clubhouse must email management at parkorleans@wearevision.com.