**The Heritage at Jefferson**

**Clubhouse Rental Agreement**

**INFORMATION**

Name of HOA Member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEPOSIT**

A $50 deposit will be collected. Your deposit will be returned to you upon verified successful completion of The Heritage Clubhouse Check-Out List with no damages to the facilities. Please check one of the below listed options.

 \_\_\_\_\_\_\_Cash \_\_\_\_\_\_\_Check#\_\_\_\_\_\_\_\_\_\_

If I am awarded a refund, I wish for it to be:

\_\_\_\_\_\_\_\_Returned via mail. (Please include a self-addressed stamped envelope with your completed form and deposit.)

\_\_\_\_\_\_\_\_Shredded

\_\_\_\_\_\_\_\_Left on file for 3 months for future reservations

\_\_\_\_\_\_\_\_Applied towards next year’s annual HOA dues

Please bring this completed form and your deposit as well as a SAS envelope if choosing that option to the Clubhouse Rental Coordinator. They may be contacted via email at theheritageclubhouse@gmail.com in order to make arrangements.

**Please Note:**

* The clubhouse facilities are only available to The Heritage at Jefferson HOA members who are in good standing with the Homeowners Association and current on their HOA dues.
* The clubhouse may not be reserved on the holiday weekends of Memorial Day, July 4th or Labor Day.
* Reservations for the clubhouse are only for the building and NOT the pool area. Your guests will be able to use the pool. However, the residents of the neighborhood are permitted to use the pool during your reservation.
* When opened for the season, the pool closes every evening at 10:00 p.m.
* Smoking in the clubhouse *is strictly prohibited.*
* The HOA Board reserves the right to end any reservation early if the guests are not respectful of the other residents of The Heritage at Jefferson.
* Repairs for damage to the facilities that occurs during a reservation and exceeds the $50 deposit, whether caused by a resident or guest, will be billed to the resident that reserved the clubhouse.
* The Check-Out List must be successfully completed and no damages verified in order for the deposit to be refunded.
* You will be notified by email if your deposit is not being refunded and if there are any additional charges for which you will be responsible.

**By signing this form, I agree to the above conditions for all rentals during the current year.**

HOA Member Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Heritage

at Jefferson

**CLUBHOUSE REMINDERS**

* Your key fob will be activated to allow access to the clubhouse on the day of your reservation by the Clubhouse Rental Coordinator. They can be reached via email theheritageclubhouse@gmail.com. They will provide you with additional information and will also collect your $50 deposit which will be returned to you upon a satisfactory completion of the Check-Out List and with no damages to the facility.
* Feel free to adjust the temperature as needed for your event. Please make sure that the outside doors remain closed as much as possible to ensure more efficient heating and cooling. At the end of your reservation, please return the thermostat to its original setting.
* There is a full kitchen for your use. You may wish to bring ice since there is not an ice maker. Please be mindful that the oven and cooktop will be very hot when in use.
* Furniture may be moved, but please stack them neatly against a wall without blocking a doorway at the end of your reservation.
* You may wish to bring your own utensils, napkins, paper cups, etc. as these items are not included with your rental. Trash bags are provided and can be located in the utility closet.
* If you are using the pool area, please remember that other residents are still allowed to use the pool during the time of your event.
* Please remember that there is no smoking inside the clubhouse.
* The office is used to conduct HOA business only and therefore will remain locked at all times. There are NO additional tables, chairs or supplies stored in the office.
* Residents are ultimately responsible for their own cleaning supplies. However, some supplies may be available for your use and can be found in the utility closet. These supplies are complimentary and their availability is not guaranteed.
* A broom, dust pan and Swiffer mop are available for your use and are hanging in the utility closet.

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**CLUBHOUSE CHECK-OUT LIST**

Renter’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rental Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

***Residents are ultimately responsible for their own cleaning supplies. However, some supplies may be available for your use and can be found in the utility closet. These supplies are complimentary and their availability is not guaranteed. A broom, dust pan and Swiffer mop are available for your use and are hanging in the utility closet.***

**MAIN AREA**

\_\_\_\_\_ Wipe down tables and chairs if used.

\_\_\_\_\_ Stack chairs and tables neatly against a wall without blocking a doorway.

\_\_\_\_\_ Set thermostat to 67 degrees in winter and 77 degrees in summer.

\_\_\_\_\_ Sweep and mop floor.

**KITCHEN AREA**

\_\_\_\_\_ Wipe down counters and appliances if used.

\_\_\_\_\_ Turn off cooktop, oven, dishwasher and faucet.

\_\_\_\_\_ Remove any food/ice/beverages from the refrigerator.

\_\_\_\_\_ Sweep and mop floor.

**BATHROOMS**

\_\_\_\_\_ Replace toilet paper and paper towels if needed.

\_\_\_\_\_ Wipe down toilets and sinks.

\_\_\_\_\_ Sweep and mop floors.

**POOL AND OUTSIDE AREA**

\_\_\_\_\_ Tidy up the pool and pavilion areas if used.

\_\_\_\_\_ Wipe down the outdoor tables and seating if used.

\_\_\_\_\_ Collect all personal belongings as well as anything left by your guests.

**MISCELLANEOUS**

\_\_\_\_\_ Take all trash from inside the clubhouse including the kitchen area and bathrooms to the

 large outside trash cans serviced by the city.

\_\_\_\_\_ Make sure all windows are closed and locked.

\_\_\_\_\_ Make sure the two back doors are locked and dead bolted and securely close the front

 door. DO NOT DEAD BOLT THE FRONT DOOR.

\_\_\_\_\_ Report any stains or damage to the floor, furniture or walls on the back of this form.

 ***Your deposit will be returned to you following an inspection to verify that the clubhouse was left in good condition and there was no damage. I have completed the above checklist to the best of my ability.***

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form to the Clubhouse Rental Coordinator.