

Skyland Brookhaven Townhome Association Clubhouse Rental Form

Submit this form to:

Skyland Brookhaven Townhome Association
Client Services
FirstService Residential
1200 Lake Hearn Drive, Suite 275
Atlanta, GA 30319

Clubhouse Hours are **9:00 AM – 3:00 PM or 5:00 PM – 11:00 PM** Monday – Sunday
Per local noise ordinance requirements – **NO HOLIDAY RENTALS**

Date of event: _____ Number of guests: _____

Start time/End time: _____ / _____ (include set-up and clean-up time)

Type of event: _____

I, _____, the below signed, am an owner in the Skyland Brookhaven Townhome Association and I have read the attached contract and agree to abide by all the terms, conditions, policies and rules described. I agree that Skyland Brookhaven Townhome Association will not be held liable for any injury that might occur during the rental of the clubhouse. I take full responsibility for myself and my guests, and personally **will be at** the event during the **entire time** my guests are there, including set-up and clean-up.

Signed: _____ Date: _____

Print Name: _____ E:Mail: _____

Address: _____ Phone: _____

After reading this contract and signing...

Return this form along with the rental fee, and security deposit on 2 separate checks made payable to Smyrna Grove. Mail to FirstService Residential. Keep the remaining contract for your reference during your rental. Rentals must be requested and checks received no less than 14 days prior to event.

*******Reminder, the clubhouse is not reserved until checks have been received by the management company and the dates have been confirmed.**

Direct questions to: clientservices.atl@fsresidential.com

CLUBHOUSE RENTAL

The clubhouse will be checked after each function to be sure it has been cleaned as required, please see the checklist. We will also check for any broken items or damaged furniture. The homeowner renting the clubhouse will be responsible for any damage or cleaning issues. The deposit will be taken plus a fee if needed to cover costs. If you arrive to the clubhouse, and it is not clean or there is any damage, please notify FirstService Residential as well as taking photographs of any problems immediately.

Clubhouse Rules:

1. NO SMOKING PLEASE There should be NO SMOKING in the clubhouse. There will be an extra charge if smoke is detected at check-out.
2. There must be an adult chaperone 21 years or older at all times. There must be a minimum of one adult chaperone per 10 children under 21 years old.
3. Do not apply tape, tacks, nails, putty, or pins to the walls, windows, furniture, or stone work.
4. Do not remove any furniture or accessories from the club room, no furniture outside of club room.
5. Do not scuff the floors by moving furniture. You must completely pick up the furniture you are moving.
6. Please do not adjust any of the wiring to the audio/visual/security equipment. The person renting the clubhouse will be responsible for paying for any damages to any electronics. If you have a problem please contact the clubhouse committee member on call.
7. Radio/TV volume should not disturb other residents in close proximity to the clubhouse.
8. No Grills (of any kind) are allowed in the clubhouse or at the pool.
9. **The use of pool and pool area is not included in the rental** and should not be used by any attendee.
10. The patio and fireplace areas are not included in the rental
11. Please put all tables/chairs and furniture back to their original place.
12. Adjust the temperature as needed for your event. Return the thermostat at 60 degrees in the winter and 80 degrees in the summer.
13. Report any problems or damage to FirstService Residential immediately, please take photos to supply as well.

Who may reserve the Skyland Brookhaven Townhome Association Clubhouse:

1. Only homeowners that are current with their HOA payments may rent the clubhouse.
2. Only Skyland Brookhaven Townhome owners may rent Skyland Brookhaven facilities. The renter must be present during the entire event, including set-up and clean-up.
3. All parties must be contained within the clubhouse only.
4. The manager or an HOA representative may terminate the rental of the clubhouse and the resident's right to use if at any time, in the manager or HOA representative's judgment, activities occurring at the clubhouse violate, or, if permitted to continue to occur, are likely to violate any applicable law or any of these rules or endanger, or are likely to endanger, the person or property of any other resident of the property.

Rental Fees:

\$500.00 refundable deposit with a **\$150.00 non-refundable rental fee for each 5 hour time slot scheduled, all day rental will be \$250.00 non-refundable rental fee.**
This form as well as two checks must be sent in to Condominium Concepts Management before your time at the clubhouse is reserved. Please make your two separate checks payable to: Skyland Brookhaven Townhome Association.

Skyland Brookhaven Townhome Association

Post-Rental Checklist:

Date of event: _____

Start time/End time: _____ / _____ (include set-up and clean-up time)

Type of event: _____

Each of these items must be verified and checked off by the resident responsible for using the clubhouse.

FAILURE TO COMPLETE THE CHECKLIST WILL RESULT IN A FORFEITURE OF A PORTION OR ALL OF YOUR DEPOSIT.

Please note: Clubhouse is required to be cleaned the same day as the rental day. Cleaning supplies (including mop and vacuum) will **not be provided** by Smyrna Grove HOA and are the responsibility of the clubhouse renter to supply the necessary cleaning supplies. The pool facilities and patio are not included in the rental of the clubhouse.

Restrooms:

_____ Floors clean, all paper picked up.

_____ Sinks cleaned and all toilets/urinals flushed.

_____ Toilet paper available for next renter - if not, notify when key returned (Check here _____)

_____ Paper towels available for next renter - if not, notify when key returned (Check here _____)

_____ Trash containers emptied.

_____ Fans turned off. (All lights are motion sensing.)

Kitchen:

_____ Counters & sink clean.

_____ Refrigerator and freezer empty & clean.

_____ Lights turned off. (Hall light, adjacent to the pool is motion sensing.)

_____ Floors swept clean and mopped.

_____ Trash containers emptied.

Main Room:

- _____ Floors swept clean and wet mopped.
- _____ Rugs clean and vacuumed.
- _____ Thermostat turned to 80° in summer with AC turned on and 60° in winter with heat turned on.
- _____ TV turned off.
- _____ Ceiling fans turned off.
- _____ Overhead lights and table lamps turned off.
- _____ Furniture returned to original position.
- _____ Folding chairs, if used, returned to the storage closet.
- _____ Any furniture, or items brought into the clubhouse, removed or returned.
- _____ Door to the hall leading to the restrooms from the clubhouse deadbolt locked.
- _____ Front door locked & outside entry light turned off.

Notes:

- _____ All trash must be removed from the premises and disposed of by the resident renter.
- _____ Pool, patio and fireplace facilities are not included as part of the rental.

*****FAILURE TO COMPLETE THE CHECKLIST WILL RESULT IN A FORFEITURE OF A PORTION OR ALL OF YOUR DEPOSIT*****

