

# Irongate Estates HOA Clubhouse Rental Agreement

Name: \_\_\_\_\_

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

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

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Rental Fee: \$100.00

All common areas within the Association are provided for the exclusive use of an owner and his or her guests and tenants. Therefore, only an owner or tenant may rent the clubhouse. Others using the common area facilities without a home owner or tenant present will be subject to prosecution for trespassing. The owner is responsible for all of their actions and those of their guests, their tenants, and the guests of their tenants.

Although the clubhouse is rented (along with the pool during the season), other home owners do have access to the pool area if they desire at all times during normal operating hours (daily, 9AM – 9PM.)

Upon rental of the clubhouse you agree to the following conditions:

1. The clubhouse is rented AS-IS.
2. To rent or use the clubhouse you must be an owner or tenant, in good standing with all assessments, late charges, interest, attorney fees, and fines paid in full. The rental fee of \$100 must be paid in advance of the event. This rental fee must be received by the Clubhouse Manager prior to the renter receiving the keys to the clubhouse, or the reservation will be cancelled. The rental fee is not refundable.
3. In the event the clubhouse or any of its contents is damaged during the owner/tenant's rental, the cost of the repair and/or replacement will be the responsibility of the owner/tenant. It will be at the sole discretion of the Irongate Estates Board to determine the extent of any damages. The cost of repair or other corrective action will be treated as any assessment and may become a lien against the owner's property in the same manner as an assessment. **Absolutely NO taping, pinning, or putting nails in the walls or trim. Use the hooks provided on the walls.** These things do cause damage and will have to be repaired.
4. The clubhouse key may be picked up from the Clubhouse Manager at the Manager's discretion. The key shall be returned by 12:00PM noon on the first day immediately after the date of rental. If the key is lost or stolen, the cost to rekey the facility will be charged to the owner.
5. An owner is responsible for all actions of their guests, tenants, and tenant's guests.
6. You must read and sign a copy of the Agreement prior to receiving the clubhouse key.
7. The furniture and equipment in the clubhouse is provided for your benefit. Please treat it as if it were your own and observe as much care as possible to preserve its life.
8. All rentals are on a first come first serve basis.
9. Contract signer must be an association member and must be present during the entire function at the clubhouse. You are considered the host of the event, and are held liable for all actions conducted during the event.
10. During winter months, the HOA will be responsible for snow/ice removal. If removal is deemed necessary, the cleaning will occur ONE TIME during the day of the rental, with as much priority as possible to clear the snow/ice before the start of the renter's event.

# Irongate Estates HOA Clubhouse Rental Agreement

## Restrictions on use of the Clubhouse:

1. The use of the clubhouse is strictly limited to social events only. The clubhouse rental shall not include any business-related events.
2. No animals are allowed in the clubhouse at any time except for service animals.
3. The clubhouse must be vacated no later than 12:AM (midnight). The pool area closes at 9:00PM and must be vacated at that time.
4. The maximum occupancy of the clubhouse shall not exceed 59 persons inside, and 160 persons in the swimming pool area, as established by the Union Fire Department.

Please be considerate of the neighbors near the clubhouse and keep noises to a minimum especially after 10:00PM. There should be no loud activities that would disturb others in the neighborhood. All users of the clubhouse must comply with the Rules and Regulations of the Association, including the Bylaws and Covenants, as well as the City of Union code.

## Clean-up Checklist:

Please leave the clubhouse clean and orderly for the next person's use. The renter shall perform the following cleaning:

### Bathrooms:

- Empty trash into outside bins
- Flush toilets
- Lock interior doors to bathroom
- Lock exterior doors to bathroom (when pool is closed)

### Kitchen:

- Take all leftovers (food and drink) with you
- Turn refrigerator temperature down to conserve energy
- Wipe down counters, stove, microwave, and refrigerator
- Clean sink
- Sweep floors
- Empty trash into outside bins

### Clubhouse Common Area:

- Stack tables and chairs in kitchen
- Vacuum floors
- Empty trash into outside bins
- Turn off all lights, except exterior security lights
- Lock all exterior doors (2 pool access doors and front door)

### Pool Area

- Place all trash in bins provided
- Take all personal items with you

Cleaning supplies are located in the cabinets below the counter in the kitchen. Paper towels, extra toilet paper and trash bags are also stored in the cabinets under the counter. The clubhouse will be inspected after your party to make sure it looks the way it did before your party began.

# Irongate Estates HOA Clubhouse Rental Agreement

I have read and agree to comply with the above regulations:

\_\_\_\_\_  
Owner/Tenant Signature

\_\_\_\_\_  
Date

By signing above, I acknowledge I performed a walkthrough with the Clubhouse Manager or HOA Board Member. Any issues with the clubhouse must be made known to the Clubhouse Manager or HOA Board Member at the time of the key pick-up, before the event.

Clubhouse Manager/Treasurer: Linda Hardman (937)467-0749

HOA President: Jeff Gordon (937)941-8710