

Brooke Meadows Homeowners Association
Clubhouse Rental Agreement

The clubhouse facilities may be rented for private events sponsored by Brooke Meadows homeowners. Acceptable use of the clubhouse facility is governed by the Brooke Meadows HOA by-laws. All clubhouse rentals are limited to the hours of 8:00am to Midnight. In the event that there is a rental the prior evening, the rental for the next day will not begin until noon, to allow time for the responsible person(s) of the previous party time to clean. The clubhouse is a non-smoking facility. Smoking within the building will result in a five hundred dollar (\$500.00) fine and renter will be responsible for the sanitation of the building. The Brooke Meadows Homeowner Association (the "HOA") reserves the right to grant or deny rental of the clubhouse and to determine what hours the clubhouse can be rented. The sponsoring homeowner(s) must be present for the duration of the event. **The use of the swimming facility and the tennis courts is not included with the rental of the clubhouse.** Due to anticipated use of the pool and tennis courts by homeowners and their families, they may not be rented or included for private functions. In the scheduling use of the clubhouse, scheduled HOA functions shall take precedent over private events.

The HOA will officially reserve the facility, subject to availability, upon receipt of deposit, rental fee and signed rental agreement. You must fill out the forms and mail your deposit to P.O. Box 9336 Greensboro, NC 27429 and required rental fee at least a week prior to date needed for your event. The further in advance you reserve the clubhouse the better your chances on obtaining your desired date. There will be a cancellation fee for any cancellations less than 3 days of reserved date.

It is understood and agreed by the HOA that the clubhouse will be cleaned and in good condition before the event. The sponsoring homeowner will then be expected to clean up after the event, all areas of the clubhouse which are used during the event. Homeowner acknowledges that the deposit will be forfeited if the clubhouse is not left in a clean, ready-to-use condition. These areas will generally include the kitchen, the main entertaining room and the bathrooms. Please see Cleaning Checklist for more information. The responsible person(s) for the rental the night before will need to meet with a member of the HOA to do a final walk through of the clubhouse no later than 10:30am the following morning. At that time, an inspection will be made of all facilities to determine if any unusual damage (not covered in the security deposit) has occurred which requires additional attention. The security deposit will be refunded only after the property has been inspected and found to be in good order. It is also understood and agreed that any additional damage (not covered in the security deposit) done to the facilities (including but not limited to furnishings and equipment there in or adjacent to the clubhouse) are the sponsoring homeowner's responsibility and any cost resulting from such damage shall be paid by such. This refund, in whole or in part, is at the sole discretion of the HOA Board.

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The HOA Board reserves the right to expel any members and guests(s) not conforming to the rules and regulation or causing undue commotion. Renters are reminded that the clubhouse is in a residential neighborhood and loud music is strictly prohibited. It is expected that renter will treat the property with respect. Failure to abide by the rules will result in the forfeiture of some or all of your deposit. If warning or citation is issued by the Greensboro Police or Sheriffs' Department for a nuisance party or noise violation, the responsible homeowner(s) will not be allowed to rent the clubhouse for a period of one (1) year. Renter also understands that the rental of the clubhouse does NOT include the use of the pool or pool area and that the entrance door to the bathroom area must be accessible to all residents during the rental period.

Following are the fee for rental of the Brooke Meadows Clubhouse. The HOA Association reserves the right to change these fees as needs require.

CLUBHOUSE RENTAL FEES

Homeowner Association fees must be current to reserve the clubhouse.

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| Clubhouse rental fee: | \$50.00 (Non-refundable) |
| Clubhouse Security Deposit: | \$150.00 (Refundable after inspection of facility) |
| Cancellation fee: | \$25.00 |

Please make separate checks. One (1) check for the rental and one (1) check for the deposit, both checks made payable to Brooke Meadows HOA. One check will not be accepted.

Please make the necessary notations, signatures and dates as required below.

I/We, the homeowners(s) have read the Brooke Meadows Clubhouse Agreement and are familiar with the provision provided and will follow the rules and regulations of the facilities and agree to comply.

Homeowner Name - Print

HOA Representative

Homeowner Signature

Date

Brooke Meadows Homeowners Association **Clubhouse Rental Agreement - Cleaning Checklist**

Please complete and present to HOA Board Representative for final inspection to be eligible for security deposit refund. Please note if the clubhouse is not in satisfactory condition prior to your event, it is your responsibility to notify an HOA Board Representative before your event begins, otherwise you will be held liable.

General Rules:

- Nothing should be stuck to the walls in any room including tape, pins, push pins, etc.
- Confetti is not allowed as it cannot be vacuumed or easily cleaned up.
- Fan should not be on if balloons are present at the event. Any damage to the fans due to balloons tangled in the motor will result in a deduction from your security deposit.
- Any items, food, beverages, decoration etc you bring to the event should be taken with you when the event is over.

Rules for cleaning the main entertaining room:

- Sweep and use spot cleaner on any stains on the carpet and furniture if needed. You are responsible if stains do not come out or treatment leaves bleach spots.
- Clean windows on doors as needed.
- Make sure furniture is straight and orderly and returned to its original location.
- No rings from glasses left on furniture.
- Remote to TV is left on table next to couch.

Rules for cleaning bathrooms:

- Wipe down sinks and countertops.
- Empty trash cans and replace garbage bags. Trash should be placed into the large Republic Waste trash receptacles on the side of the clubhouse. If you have a large amount of trash, please take it with you.
- Clean toilets if necessary.
- Sweep and mop floors.

Rules for cleaning kitchen area

- Wipe down sink and countertops.
- Sweep and mop floor.
- Remove any leftover food or beverage items served at the event in the refrigerator. Wipe down any spills inside the refrigerator.
- Empty trash can and replace garbage bag. Trash should be placed into the large Republic Waste trash receptacles on the side of the clubhouse. If you have a large amount of trash, please take it with you.