

# Wedgewood Homeowners' Association Clubhouse Rental Contract

The undersigned member of the Wedgewood Homeowners' Association, Copley, Ohio, hereby agrees to the following conditions of Clubhouse Rental.

Two checks must be issued to "Wedgewood HOA" at least two weeks prior to desired rental date. The first check is the deposit and must be in the amount of \$100.00. At the conclusion of your rental period, the clubhouse will be inspected for cleanliness, any damage and the return of the key. If all of these conditions are met, then the deposit will be destroyed.

The second check will be the rental fee and will be for \$75.00 per day of rental. This check will be deposited into the Wedgewood HOA account after the rental date.

Please note that all checks must be written by a Wedgewood Homeowners' Association member. No non-resident checks will be accepted. The use of the clubhouse is for residents of Wedgewood and their guests.

It is your responsibility to request the combination to the Clubhouse lockbox a few days prior to your rental date. Keys are not to be removed from the property.

All activities are to end by 10:00 PM the day of rental.

For your safety: Use of deck area or pool with Clubhouse rental is prohibited. If a participant is found to have been outside, it might be grounds for forfeiture of our deposit.

As obvious as this seems: No pets are allowed to attend an event held in the Clubhouse.

The resident signing this agreement must be in attendance during the rental period.

Do not attach decorations to walls or ceilings with tape, nails or staples.

Please keep noise to a minimum as a courtesy to Clubhouse neighbors. Any excessive noise, or other disturbances may result in forfeiture of deposit.

Please keep guests from parking on the grass.

Upon completion of your event, please lock all doors, including the deadbolts. Turn off all lights and set thermostat to 78 degrees in the summer and 60 degrees in the winter. Exterior lights are on a timer; do not turn these off.

Please refer to the Clean-Up Checklist on the attached page.

.....  
Resident's Name (please print) Today's Date

.....  
Resident's Signature Rental Date

.....  
Resident's phone number Resident's Email (important)

# Wedgewood Homeowners' Association

## Clubhouse Rental Contract

### Clean-Up Checklist

Prior to your rental period, please inspect the Clubhouse for any damage. If you see any damage before your use period, please report it to The Clubhouse Manager at [WedgewoodCopley@gmail.com](mailto:WedgewoodCopley@gmail.com).

At the conclusion of your event, please do the following items. Failure to do so may result in the forfeiture of your deposit.

- 1) Vacuum the carpet.
- 2) Mop the kitchen floor.
- 3) Clean countertops and tables used.
- 4) Clean bathrooms and replace the paper towels and toilet paper, if necessary.
- 5) Empty all trash receptacles, including the bathrooms. Either take the trash with you or place it in the Clubhouse dumpster. Add a new trash bag to all trash receptacles.
- 6) Return all tables and chairs to the storage room next to the fireplace. Please do NOT stack tables or chairs against the walls.

Note: Cleaning supplies, including, vacuum, mop, paper towels, trash bags and toilet paper are located in the utility closet (to which you have a key for) between the Men's and Women's restrooms. Report the need to replenish any supplies to the Clubhouse Manager.

The Wedgewood Homeowners' Association Trustees thank you for your cooperation in helping maintain the Clubhouse in good condition so it can continue to be enjoyed by all of the residents.