

## **Emerald Bay HOA Clubhouse Rental Policy and Contract, Appendix A - Instructions and Checklist**

### **ELIGIBLE RENTERS**

The Clubhouse is available for rental by Emerald Bay Homeowners on a first-come, first-served basis. Signed Rental Contract and Checks for the rental fee and security deposit are required to hold your reservation.

### **HOW TO MAKE YOUR RESERVATION**

Reservation Request applications are to be made over the internet by going to [www.ebhoa.org](http://www.ebhoa.org) and clicking on the *Calendar & Clubhouse Rental* link. Check the calendar to see if the day you desire is available. If so, click on E-MAIL RENTAL RESERVATION REQUEST FORM, provide and send the information. The webmaster will confirm the date requested and post it on the calendar. Your reservation request will be held for ten (10) days pending receipt of signed Rental Contract and receipt of full payment of the rental fee and deposit. If receipt of the contract and the full payment (see below) has not been received by the end of ten (10) days, your reservation will be cancelled.

### **FEES**

Two separate checks, each made out to EBHOA, are required to hold your reservation: \$150.00 is a security deposit; \$70.00 is the rental fee. The \$150.00 security deposit check will be returned if the final inspection indicates that all the conditions are met concerning the Clubhouse Rental Policy and Contract, Appendix A, rental check list; otherwise, that amount will be retained to pay for any damages and/or a proper cleaning. Any costs for cleaning or damage repair above the \$150 deposit will be assessed to the renter.

**IMPORTANT:** Both checks must be from the person making the rental reservation; no third-party checks are allowed.

### **WHO TO PAY...**

Daphne Floyd is the Clubhouse Rental Coordinator. Please call Daphne to make payment arrangements and to give to her the signed contract. At that time Daphne will also make arrangements to meet you (closer to your rental date) at the clubhouse for the initial clubhouse inspection, and for you to obtain the key. Please do not expect to get a key until the day before, or the day of your event. Daphne will also make arrangements with you for the final "clean-up" inspection and return of the key (to her) and Security Deposit (to you).

**Daphne Floyd – Home Phone: 423.762.7770 – email: [daffloyd@aol.com](mailto:daffloyd@aol.com)  
12996 Emerald Bay Drive (please be sure to leave your phone number)**

### **CLEANING AND CHECK LIST**

Unless there is a reservation for the next day the renter has until the end of the day after their event to complete the cleanup. If there is a renter the next day, you must complete your cleaning immediately after your event. Please follow the cleaning checklist (hanging on the kitchen wall at the clubhouse) to complete your clean-up.

### **KEY RULES AND CONDITIONS**

The renter agrees to abide by all conditions set forth in the EBHOA Clubhouse Rental Policy and Contract and this Appendix A - Rental Instructions and Checklist. The renter understands that he/she is responsible for cleaning up after the event and for ensuring that no damage to the property occurs during the event.

Name \_\_\_\_\_

Date of Rental \_\_\_\_\_ Start/End Times \_\_\_\_\_

Type Of Party/Meeting/Gathering \_\_\_\_\_ Expected Number Attending \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ E-Mail \_\_\_\_\_

The Emerald Bay Homeowners' Association provides cleaning tools and supplies.

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*SIGNATURE BY RENTER ACKNOWLEDGES CONDITION OF CLUBHOUSE AT TIME OF RENTAL, AND HIS/HER UNDERSTANDING OF CLUBHOUSE RENTAL POLICY AND CONTRACT AND INSTRUCTIONS AND CHECKLIST.*

RENTER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TASK	CONDITION AT TIME OF RENTAL	CONDITION AFTER RENTAL
All inside trash cans are to be emptied and trash placed in curbside dumpsters.		
Liners in inside trash cans shall be replaced.		
Kitchen counter and sink shall be cleaned and wiped down.		
All floors shall be swept and wet mopped of spills.		
Appliances shall be cleaned and empty (other than ice machine).		
All food shall be removed from refrigerator, cupboards and counters.		
Inside bathrooms, including sinks and toilets, shall be cleaned.		
Paper towel and toilet paper dispensers shall be replenished as necessary, using provided supplies.		
Outside front porch swept and cleaned of any spills; Rugs (inside and out) to be vacuumed.		
Tape and goo to be removed from windows, walls, ceiling, fireplace mantel etc.		
DO NOT remove, move or unplug TV or speakers. Leave the keyboard and remote control on the mantel		
Tables and chairs shall be cleaned of any spills and returned to the storage racks.		
AV equipment shall be turned off and restored to as-found condition.		
Thermostat shall be returned to the winter or summer setting before leaving: 60 degrees in winter, 80 in the summer.		
All lights shall be turned off when closing up, except front porch lights.		

*SIGNATURE OF CLUBHOUSE RENTER AND RENTAL COORDINATOR AT INITIAL AND FINAL INSPECTION*

Initial Inspection:

Renter \_\_\_\_\_ Date \_\_\_\_\_

Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Final Inspection:

Renter \_\_\_\_\_ Date \_\_\_\_\_

Coordinator \_\_\_\_\_ Date \_\_\_\_\_