

Fenwick Homeowners Association (HOA)

16801 Fenwick Blvd
Edmond, OK 73012

CLUBHOUSE RENTAL INSTRUCTIONS

The Fenwick HOA clubhouse is available for residents of Fenwick at a cost of \$75.00 per day Mon-Thurs, \$100 per day, Fri-Sun for personal parties and \$150 per day for commercial uses. A \$50 fee is charged if renting the pool area (in season only), and is in addition to the clubhouse rental fee if renting both. Rental fee for the pool only is \$50.00. The renter for the pool is required to hire a lifeguard from Fenwick's pool management company for the entire time the renter has use of the pool at the renter's expense. The pool area may not be rented during normal pool operating hours. The pool area must close at any time a lifeguard is not present and no later than midnight. Please contact Community Care Management Services (CCMS), Debi or Carl Franklin to schedule your event: ccmsok@gmail.com, or cell phone (405) 410-4048.

This agreement must be signed and returned with rental fee and security deposit within seven days of the initial reservation request in order to keep your reserved rental date. Please make your checks payable to Fenwick HOA with the reservation date noted on the check. Rental agreement forms and checks may be dropped in the rental box near the front door of the clubhouse AFTER your reservation has been confirmed.

The clubhouse key will be available for you to pick up from the clubhouse manager(s) as pre-arranged with them. If possible, the post reservation inspection should be pre-arranged and conducted by our clubhouse manager at the end of your function at which time the inspection will be signed by both parties and the key returned; otherwise, the key must be returned to the same clubhouse rental box near the front door of the clubhouse along with the signed inspection report immediately following, or ASAP after but not later than 9:00 a.m. the following morning after your rental date. Late key returns may be assessed a \$25 fee per day.

All renters and adult guests attending your event are responsible for overseeing their children. Debris or rock throwing in the parks, ponds, or pool SHALL NOT BE TOLERATED and shall be cause for an immediate fine levied on the Fenwick homeowner.

NOTE: Fenwick HOA Board of Directors and Community Care Management Services (CCMS) are not responsible for acts of God or nature. If the renter cancels their reservation due to inclement weather they will have to reschedule at a later date; there are no guarantees of availability or preferential treatment if you cancel your reservation for any reason.

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CLUBHOUSE RENTAL CONTRACT

This Agreement between Fenwick Homeowners Association (HOA) and _____, a member of the Association, establishes the conditions and requirements for rental of the community clubhouse.

Upon approval of your requested date, and at the time this agreement is signed and returned to the Association, member will pay a fee of \$75.00 for each reserved date Mon-Thurs, \$100.00 Fri-Sun, or \$150.00 if for a commercial reservation for use of the clubhouse on _____ from _____ to _____. The member shall also pay a \$100.00 security/cleaning deposit at the time of the reservation.

Anyone renting the Clubhouse must be a member in "good standing" of the Fenwick Association; this includes being paid up-to-date on Association dues. If the member cancels their reservation at least 48 hours in advance, they will be refunded their entire rental fee and security deposit. Any cancellation less than 48 hours in advance will result in a loss of the rental fee. If the renter has already received the clubhouse key, the security deposit shall be held until it is returned and the member shall be charged a \$25 per day late fee until it is returned.

The member shall not rent the clubhouse on behalf of a non-member unless they shall be present for the entire event. The member assumes full responsibility and liability for any damages to the Clubhouse or surrounding property which results from the actions of the member or their guests.

Rental of the Clubhouse does not include the use of the swimming pool or the pool area unless otherwise specified **below**. If renting the pool area **the member** must pay for a lifeguard currently employed by Fenwick HOA to be on duty **at all times that the pool is in use**. I accept all responsibility for accidents, and I understand there is an additional charge of \$50.00 to rent the pool and/or pool area. The pool **must be closed when there is no lifeguard on duty and not later than midnight**.

The member further agrees that a security deposit of \$100.00 shall be due at the time of reservation approval to insure the premises are cleaned and deemed satisfactory by a designated Association official or management agent and that the key is returned to the rental box near the front door of the clubhouse immediately following the rental. An inspection of the premises shall be conducted **prior to the next rental, but not later than 24 hours following the use of the Clubhouse**. The attached Clubhouse checklist will be used to determine satisfactory conditions, and shall be deemed a part of this contract. **Following a successful inspection** the member and the designated Association official shall sign the Clubhouse checklist to verify all requirements have been met and to allow a refund of the security deposit.

Any repair costs or additional cleaning expenses incurred by the HOA shall be billed to the Member. The HOA reserves the right to collect the money for such repairs to the fullest extent authorized by the community documents including utilizing collection services and the creation of a lien against the Member's property.

Member Signature **DATE**

Signature of Agent for Fenwick HOA **DATE**

Member's ADDRESS _____

Member's PHONE _____

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COMMUNITY CLUBHOUSE RENTAL QUESTIONNAIRE

Fenwick Resident must sign this Questionnaire and the Rental Contract

1. Owner/Resident (Member of Fenwick HOA)

Name _____

Address _____

City, State, Zip _____

Phone CONTACT INFO

Home: _____ Work: _____ CELL: _____

E-mail: _____

2. Date Requested:

1st choice: _____ 2nd choice: _____

3. Type of event to be held at the Clubhouse: _____

4. Approximate Number of people expected to attend: _____

5. Will you be the individual holding the event? Yes ___ No ___

If no, please explain: _____

6. Will a donation or cover charge be collected at the door? Yes ___ No ___

Signature of Owner/Resident: _____

Date: _____

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**COMMUNITY CLUBHOUSE RENTAL AGREEMENT
ALCOHOLIC BEVERAGES ADDENDUM**

I, _____, am
renting the Clubhouse located at 16801 Fenwick Blvd, Edmond OK, on
_____ (Date).

I understand that I, _____, will not
be allowed to serve or sell any alcoholic beverages on the premises of the
clubhouse during the above-referenced date if the following conditions are
present: requesting money by donation, contribution, or door charge, for
any purpose. I further understand that I will be responsible for any liability,
if any, incurred by my guests for violating this addendum on the above
referenced date.

Owners/Resident Signature:

Date _____

Agent for Fenwick Signature:

Date _____

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COMMUNITY CLUBHOUSE CLEAN-UP CHECKLIST

KITCHEN (if used)

- Discard all food
- Remove all garbage to the corral in the parking lot.
- Wipe down all countertops
- Sweep and mop kitchen floor
- Clean oven, stove, microwave, sink, and refrigerator.

BATHROOM

- Clean sink, toilet, and mirror
- Remove all trash and garbage

GENERAL

- Wipe all tables
- Fold all tables and chairs and put them away
- Vacuum carpets and sweep bare floors
- Please use carpet cleaner if necessary to clean up spills
- Conduct inventory prior to and after event
- Remove all personal decorations
- Turn off all lights
- Set A/C in summer to 80 and in winter set heat to 55 degrees.

EXTERIOR/PATIO (if renting Pool and Patio area)

- Remove all trash and garbage
- Please push back down after putting trash in them
- Sweep patio

PLACE ALL GARBAGE IN TRASH BAGS; PLACE TRASH BAGS INSIDE CANS IN CORRAL IN THE CLUBHOUSE PARKING LOT

Please have guests enter and exit from the **front** clubhouse door. Please check the following exit doors: front door of clubhouse; two back doors to deck – all must be locked and secured. **Your security deposit will be forfeited for ANY door left open or unlocked.**

IF ANY OF THE ABOVE ITEMS ARE NOT DONE SATISFACTORILY IT SHALL, AS A MINIMUM, RESULT IN THE LOSS (OR PARTIAL LOSS) OF THE SECURITY/CLEANING DEPOSIT AT THE DISCRETION OF THE CLUBHOUSE MANAGER!

RENTER: _____ **MANAGER**_____