

Homecoming Homeowners' Association Clubhouse Use Agreement

Reservation Procedures: Reservations will be taken on a first come first serve basis. Fill out the form below and mail it to Main Street Management. You will be notified when reservation is confirmed. Your pool/clubhouse key card is what you will use to access the clubhouse for the times noted on your application. **Please make sure to clearly identify the time that you wish to access the clubhouse to set up for your event and be sure to give yourself enough time for cleaning up after the event.** Your keyfob will only be turned on for the specific time requested. Please make sure to mail your form at least 2 weeks prior to the event.

Deposit and Keyfob: Each reservation requires **two checks**, one for \$250.00 damage deposit (not to be cashed unless damage has been done to the clubhouse) and one for \$75.00 rental fee which will be **CASHED UPON RECEIPT**. If applicant does not have a **new keyfob** for the pool/clubhouse, please make check out for \$85.00 and a keyfob will be mailed. Checks must be mailed to Main Street Management. If no deposit is received and another resident wishes to reserve the clubhouse, they will have priority. All checks should be made payable to **Homecoming Homeowners' Association, Inc.** You will be contacted after the form and checks are received for reservation confirmation. The rental fee is to cover utilities and general wear and tear of the clubhouse. Please mail or deliver the attached "Request for Use" form with your two checks to:

Main Street Management, LLC
P.O. Box 745
Lafayette, Indiana 47902

***Reservation of the clubhouse does not include reservation of the pool area.** Guests of a clubhouse reservation are not permitted to use the pool during rental.

Eligible Renters: Only Homecoming homeowners may reserve the clubhouse. If a tenant wishes to rent the Homecoming facilities, he or she will need to contact the homeowner and ask that a rental application be filled out and submitted on his or her behalf. The Homecoming homeowner is responsible for the actions of any guests and the applicant (or tenant) must be present throughout any scheduled activities. ***Any homeowners who are delinquent in their fees to the Homeowners Association are not eligible to reserve the clubhouse.***

*Please report any discovered damages to the facility and furnishings to Main Street Management at 765-742-6390 or info@mainstreetmanagementllc.com. You may also use the comments section of your clubhouse checklist and mail to PO Box 745, Lafayette, IN 47902. If there are damages discovered after your event, your damage deposit will not be refunded.

*Failure to remove trash from the facility will result in the loss of your deposit. Disposing of trash in the pool trash receptacles is not permitted.

Rules

Furniture: Clubhouse furniture may not be moved.

Decorations: Please do not glue, nail or tack anything to the walls or ceilings.

Noise: Out of respect to the resident's who live near the clubhouse, please monitor party noise levels. Please keep amplified music down and control party noise. Remember, all parties must be concluded and all guests cleared from the clubhouse by **10:00 pm**.

Cleaning: A checklist is provided as a guide for clean-up after an event. Please follow this list while cleaning the clubhouse. Your damage deposit check will not be returned if this list is not completed.

Deposit Return: Return of deposit is based on compliance with the checklist. ***Failure to meet this requirement will result in the loss of \$250.00 deposit.***

Cancellations: A two-week cancellation notice is required. For the month of December, a four-week cancellation notice is required due to the holiday. Failure to provide adequate notice will result in forfeiture of the \$75.00 rental fee.

*All parties and other functions must be concluded by 10:00 pm and the clubhouse cleared of guests.

*Grilling or outdoor cooking of any kind is prohibited.

*Please remember to **lock all doors** behind you when leaving.

*Failure to remove trash from the facility will result in the loss of your deposit. Disposing of trash in the pool trash receptacles is not permitted.

Clubhouse Reservation Process

The purpose of this process is to clearly define the roles and responsibilities of all parties to ensure a successful event for the homeowner.

1. Homeowner visits website to check availability. The Reservation packet's completed and sent with the applicable checks. Reservations are first come first served so it is important that they are submitted as soon as possible to ensure the reservation is in place.
2. The form is given a reservation number which signals confirmation.
3. The Management Company will contact homeowner to confirm.
4. Homeowner will comply with checklist. If there is damage to the clubhouse, the repairs necessary will be deducted from the deposit. If the damage exceeds the deposit, the homeowner will be billed.
5. Once the event is over and the clubhouse is inspected for any damages, the deposit check will be mailed back to the homeowner.

*Failure to remove trash from the facility will result in the loss of your deposit. Disposing of trash in the pool trash receptacles is not permitted.

REQUEST FOR USE
HOMECOMING CLUBHOUSE

I _____ (Homeowner's name) hereby request rental of the Homecoming Clubhouse and have read the procedures and policies on the attached sheets and hereby agree to abide by all of its policies.

Owner's Name _____ Tenant's Name _____

Address _____ Email _____

Telephone (home) _____ (work) _____

Date Requested _____ Hours of Use _____ to _____

Number of Persons Party _____

Key Card Needed? _____ Yes* _____ No If No, Existing Card # _____

Use _____

I further agree to be responsible for all damages to the Clubhouse and Pool area (if applicable) by my guest(s) or I, and I will be present at this party at all times.

Signature _____ Date _____

*See Use Agreement page for instruction if you currently do not have a keyfob.

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FOR OFFICE USE ONLY

Amount paid in full _____

Date account balance checked _____

Date Homeowner notified of keyfob pickup _____

Deposit returned (if no, why?) _____

Reservation Number:
Homeowner Name:
Contact Phone Number:
Rental Date:
Rental Time:

Clubhouse Checklist

***Failure to comply might result in your loss of your \$250.00 deposit**

- | | |
|--|--|
| <input type="checkbox"/> Carpets vacuumed and stain free | <input type="checkbox"/> Exterior clean and litter free |
| <input type="checkbox"/> Countertops and tables wiped clean | <input type="checkbox"/> All trash removed from clubhouse* |
| <input type="checkbox"/> Furniture clean and in good repair | <input type="checkbox"/> Walls clean and not damaged |
| <input type="checkbox"/> Kitchen and bathroom floors cleaned | <input type="checkbox"/> Furniture returned to its original position |
| <input type="checkbox"/> Kitchen and bathroom sinks cleaned | <input type="checkbox"/> All food items removed |

Comments: _____

Suggestions: _____

Signature: _____ Date _____

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