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 key 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 Key: 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 an existing pool/clubhouse keycard, please make check out for $80.00 and a card 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 **1:00am**.

**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 1:00am 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.

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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 key card.

FOR OFFICE USE ONLY

Amount paid in full ______________________________

Date account balance checked __________________________

Date Homeowner notified of key 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

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

Comments: __________________________________________________________

_____________________________________________________________________

Suggestions: __________________________________________________________

_____________________________________________________________________

Signature: ___________________________ Date __________

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