



CLUBHOUSE RENTAL APPLICATION AND AGREEMENT

Name: _____

Home Phone: _____

Street Address: _____

Cell Phone: _____

E-mail Address: _____

Date(s) of Event: _____

Mail Completed Application and Checks:

Event Times: Start _____ End _____
(INCLUDING SET-UP AND CLEAN-UP TIME)

Pointe North HOA, INC
5200 Dallas Highway Suite 200 #266
Powder Springs, GA 30127

Type of Function: _____

Application can be emailed:

Number Invited: _____

lmurphy@allinonemgmt.com

Rental Fees: \$50.00 per day (8AM – 11PM) and \$100 security deposit
(Refunded if facilities left in good order by member)
* Additional fees may be charged if Clubhouse is not left in good condition.
Note: During swim season Pool Hours are 9AM – 9PM; without exception.

ACKNOWLEDGEMENT

The undersigned hereby makes application to the Pointe North Homeowner’s Association, Inc. (the “Association”) for the temporary, exclusive use of the Clubhouse and certifies that the information on the application is correct. The undersigned agrees to exercise the utmost care in the use of the Clubhouse and the surrounding grounds. The Renting Member agrees to adhere to all rules and regulations pertaining to the use of this facility and to reimburse the Association for any damages or loss arising from the Renting Member’s and/or your guests’ use of the Clubhouse and grounds. Any accident involving injury to participants or damages to facilities must be reported to the Association’s Board of Directors immediately. Renting Member further agrees to indemnify, defend, and hold harmless the Association, and its agents, employees, officers, directors, managers, parents, subsidiaries, related entities, agents, shareholders, attorneys-at-law, members, directors, and officers from and against all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of this rental. The Pointe North Homeowner’s Association is not responsible for lost or stolen property or rental equipment. Renting Member understands that all Paulding County Ordinances and Georgia state laws apply to this application. Renting Member acknowledges receipt and review of the information in this form, the declaration of covenants for the Pointe North subdivision, the Bylaws of Pointe North Homeowners Association, Inc., and the rules and regulations (the “Governing Documents”), and further acknowledges the Governing Documents are incorporated into this agreement by reference.

Name (PLEASE PRINT)

Signature

Date

POINTE NORTH CLUBHOUSE RULES

Note: Pointe North Homeowner's Association, Inc. is referred to as PNHOA in this document.

Check-in

1. Please call to schedule your check-in appointment at least one week prior to the event. (Check-in is done during normal business hours, the day of or day before an event, except for Sunday events that are done the Friday before the event.)
2. Keys and alarm instructions are issued at check-in and upon receipt of rental payment and security deposit.

Check-out

1. Check-out time will be set when you check-in, and is done the morning following an event unless otherwise agreed. Failure to do your check-out or to return the key by the next day will result in loss of your Security Deposit.
2. Renting Members are financially responsible for all damage done to premises. **Initial**
Further, Renting Member is financially responsible for all items that are missing from the premises.
3. If law enforcement is called to the event, a written report, explaining the cause, must be submitted to the Board member or volunteer who handles the check-out.

General Rules

1. Rental time is dates and time listed on the Application/Agreement. Event participants must vacate the premises by agreed time.
2. Noise and music levels must be in compliance with County and/or State Ordinances. *(Should law enforcement or a board member be called due to noise levels, your event may be ended immediately.)*
3. Setting off the Security Alarm or pulling the Fire Alarm unnecessarily may result in a charge. (Alarm information can be verified by EMC Security and/or Paulding County Police.)
4. Rental fees will be forfeited if the rental is cancelled less than three (3) days prior to the date of the rental.
5. The Clubhouse and events held therein are subject to being checked by PNHOA Board Members and/or Staff.
6. Renting Members must be 21 years of age, a member in good standing of the PNHOA and must be present and remain at the event. **Failure by Renting Member to stay at the event will result in suspension of clubhouse rental privileges and early termination of the event.**
7. Renting Member may re-arrange furniture so that it will accommodate event needs, so long as the furniture remains inside the Clubhouse and the furniture glides provided for moving are used. Renting Member must return all furniture and accessories to their original location at the end of the event. This includes breaking down and putting away of temporary chairs and tables.
8. Decorations are permitted so long as damage is not done to the interior or exterior of the Clubhouse and its furnishings. Dry ice, fog or smoke machines and dance wax are not allowed in the Clubhouse as they will set off the alarm system.
9. No smoking is allowed inside the Clubhouse.
10. No animals are allowed inside the Clubhouse, except as needed for disabled persons.
11. No overnight usage of the Clubhouse is allowed.
12. No wet clothes or towels are allowed in the Clubhouse.
13. Fire exits must be unlocked and unobstructed.
14. NO vehicles of any kind are permitted on the lawn areas.
15. Grills must be located 15 feet from the building and/or decking according to Local Fire Codes.
16. Candles may be used so long they are on a cake or on/in a fireproof base and care is taken to prevent heat and wax damage of the furniture.
17. Any underage drinking in the clubhouse is grounds for loss of rental privileges and shall result in immediate forfeiture of the entire deposit.
18. Renting Members are responsible for following the Checklist below. Anything left undone will be subject to a charge against the Security Deposit. Missing items will be charged at the full replacement cost, plus a \$25.00 minimum surcharge or ten (10) percent surcharge, whichever is greater. Damages will be charged at the cost of repair, plus a \$25.00 minimum surcharge or ten (10) percent surcharge, whichever is greater.

Clubhouse Checklist

Renting Member of the Clubhouse agrees to follow this checklist prior to vacating the premises:

- ✓ Remove trash from Deck and Surrounding Grounds.
- ✓ Remove all event advertising and/or balloons.
- ✓ Return all furniture to its original position.
- ✓ Clean and put away all Clubhouse dishes and utensils.
- ✓ Unplug coffee pot.
- ✓ Remove all personal food items from kitchen and refrigerators.
- ✓ Wipe countertops.
- ✓ Turn off all water faucets.
- ✓ Sweep floor, (mop if needed).
- ✓ Empty all trashcans and replace liners.
- ✓ Close and lock all windows.
- ✓ Re-set thermostat.
- ✓ Turn off lights.
- ✓ Lock all doors and set alarm.

I acknowledge that I have read and understand stated rules and checklist and agree to the terms. I understand that violation of any of these Rules, either by myself or by my guests, could lead to forfeiture of the Security Deposit, either partially or in its entirety, and to additional charges for loss or damages. In addition, my Clubhouse renting privileges may be suspended for up to one (1) year.

Name (PLEASE PRINT)

Signature

Date

Pointe North Clubhouse Rental Application Check-In/Check-Out Form

Key Issued: _____(tag #) Date:_____ By:_____ (initials)

\$100.00 Deposit received on: Date:_____ By:_____ (initials)

Alarm Code: _____ **Check-Out Date and Time:** _____

Walk-Through

Living Room **Check in** **Check out** **Restrooms** **Check in** **Check out**

Furniture	_____	_____	Sinks	_____	_____
Floor	_____	_____	Toilets	_____	_____
Doors	_____	_____	Floors	_____	_____
Walls	_____	_____			
Windows	_____	_____			

Kitchen **Check in** **Check out**

Appliances	_____	_____
Counters	_____	_____
Sink	_____	_____
Floor	_____	_____
Walls	_____	_____
Window	_____	_____
Disposal	_____	_____
Fridge	_____	_____

Comments:

Homeowner Check-In Signature

Clubhouse Representative Check-In Signature

Check-Out

Key Return: _____(tag#) Date:_____ By:_____ (initials)

Deposit Return Documentation: Date:_____ By:_____ (initials)

Deposit denied due to:_____

Comments:

Homeowner Check-Out Signature

Clubhouse Representative Check-Out Signature

Pointe North Rental Fee Schedule 2014

RENTAL FEES

All Day Rental (8AM – 11PM¹)
\$50.00

If additional days are needed for delivery/pick-up of rental equipment, setting-up, decorating and/or cleaning, rental fees may apply for the additional days as well, excluding the cleaning fee, unless needed and requested.

Note: The Social Committee has priority in reserving days for Association functions; including but not limited to all major holidays.

¹Pool Hours are 9AM – 9PM ; without exception