

**Cedar Mill Community Association, Inc.
Clubhouse Clubroom Rental Agreement
Cover Sheet August 2016**

Requested Rental Date: _____

Start Time of Rental (no earlier than 8:00AM): _____

End Time of Rental (no later than 10:00PM): _____

Renter's Full Name: _____

Renter's Address: _____

Renter's Cell Phone Number: ___ ___ - ___ ___ - ___ ___

Renter's Alternate Phone Number: ___ ___ - ___ ___ - ___ ___

Renter's Email Address: _____ @ _____ . _____

Description of Function: _____

Number of Event Guests (Maximum of 40 per the Paulding County Fire Marshal): _____

Alcohol Served (check one): Yes _____ No _____

Security Arrangements Description (if applicable): _____

Music or Special Event Arrangement (if applicable): _____

Cedar Mill Community Association, Inc.
Clubhouse Clubroom Rental Agreement (the "Agreement")

The clubhouse located at 20 Cedar Point, Dallas, GA 30132 (the "Clubhouse") is the property of the Cedar Mill Community Association, Inc. (the "Association") The Clubhouse is managed by the Association's Board (the "Board").

Any person(s) signing this Agreement shall be defined as the Renter, who shall be a homeowner of the community. The use of the Clubroom by the Renter and/or the Renter's guests shall be defined as the **Event**. Any person attending the Event, except for the Renter, shall be defined as a **Guest**.

Clubroom Amenities

The Clubroom is equipped with the following:

- Chairs and tables with decorations
- Couch
- Gas log fireplace
- Long serving table with chairs
- Kitchen (including the following):
 - Microwave
 - Refrigerator
 - Dishwasher
 - Sink
 - Large countertops

General Rules

1. The rental of the Clubhouse is for the **TOP FLOOR** (inclusive of the upper level deck) only (the "Clubroom"). **No one associated with the Event shall use the pool area during the time of the event (guests or homeowners). Violation of this provision will forfeit deposit and the event will be stopped.**
2. **The adjacent pool and pool area, and the lower floor of the Clubhouse are not available for rental.**
3. No alcohol/drugs/etc. may be sold.
4. No smoking or "vaping" is allowed in the Clubroom, Clubhouse, Deck or in all surrounding outside areas.
5. Alcohol may be served in conjunction with the Event and, if served, must be served and consumed within the Clubroom by persons of legal age to consume and/or possess alcoholic beverages in the State of Georgia.
6. The Clubroom is available for rent between the hours of 8:00AM to 10:00PM, except for a New Year's Eve event in which the Clubroom is available from 8:00AM on December 31 until the next day on January 1 at 1:00AM. **The event MUST end at the designated time (10:00PM or 1:00am per above), and only persons associated with the cleanup will be allowed in the Clubroom. Renter must make every effort to complete their cleanup as quickly and thoroughly as possible.**
7. The maximum occupancy of the Clubroom/Deck is 40 people. These are fire safety regulations.
8. NO open flame devices shall be used for any purpose in the Clubroom or the Deck. The only items allowed are electric warming trays, "crock pots", and the use of the Clubroom microwave.
9. Clubroom furniture may not be used outside on the deck or anywhere else.

Obligations of the Renter

1. The Renter must provide cleaning supplies and garbage bags.
2. The Renter shall be responsible for any damage that occurs to the Clubhouse and/or Clubroom in conjunction with the Renter's use of the Clubroom.
3. Renter may not affix any banners/decorations to any surface in the Clubroom in a manner, which in the sole opinion of the Board causes damage to the surface to which the banner/decoration is affixed.
4. Arrangements for opening/closing/locking of the Clubroom must be made not less than five (5) days prior to the date of the Event.
5. The Renter must provide proof of homeowner's insurance, if requested.
6. The Renter is responsible for all Guests using the Clubroom during the Event and the Renter shall indemnify, defend and hold harmless the Association, including the Board, against any and all claims or liabilities for any injury or damage to any Guest, or Renter's or Guests' property whatsoever when such injury or damage has been caused, in whole or in part, by the act, neglect, and/or fault of the Renter, the Renter's agent, Guests, servants, employees.
7. The Renter and Guests must abide by all governmental laws and regulations, and must abide by the Association's Covenants, Conditions, Restrictions, and Rules (the "Rules").
8. Pursuant to the terms of the Agreement, the Renter is obligated to restore the Clubroom to its pre-rental condition. Failure to properly clean the Clubroom to its pre-rental condition in accordance with the task checklist below may result in the imposition on the Renter of a minimum \$125.00 cleaning fee. The cleaning fee does not include, and Renter shall be responsible for, the removal of decorations used during the Event and/or repairs of damage to any Clubroom or Clubhouse interior or exterior surface, furniture, accessory, and/or fixture.
9. Notify Association Clubhouse Committee member to schedule inspection of the clubhouse (with the Renter present).

Tasks to be completed by Renter (to be inspected with the Renter and the Clubhouse Committee member(s)):

Kitchen

- Clean all counters, sink, faucet, microwave (inside and outside), and refrigerator (inside and outside) with applicable cleaner and/or cleaning wipes
- Empty the refrigerator
- Clean windows with window cleaner (i.e.- Windex)
- Sweep floor
- Mop floor
- Bag and remove all trash to a non-Association location (i.e.-Renter's home), and replace bag in trashcan(s)

Dining Room

- Clean table, chairs, and counters with applicable cleaner and/or cleaning wipes
- Clean windows with window cleaner (i.e.- Windex)
- Sweep floor
- Mop floor
- Bag and remove all trash to a non-Association location (i.e.-Renter's home), and replace bag in trashcan(s) (as applicable)
- Return furniture to its pre-rental location

Main Room (including Foyer)

- Clean table, chairs, and sofa with applicable cleaner and/or cleaning wipes
- Clean windows/door glass with window cleaner (i.e.- Windex)
- Sweep floor
- Mop floor
- Bag and remove all trash to a non-Association location (i.e.-Renter's home), and replace bag in trashcan(s) (as applicable)
- Vacuum rug
- Dust shelves/bookcases and items on the shelves/bookcases
- Return furniture to its pre-rental location

Bathrooms

- Clean counters, sinks, faucets, and toilets with applicable cleaner and/or cleaning wipes
- Clean mirrors with window cleaner (i.e.- Windex)
- Sweep floor
- Mop floor
- Bag and remove all trash to a non-Association location (i.e.-Renter's home), and replace bag in trashcan(s) (as applicable)

Deck

- Clean tables and chairs with applicable cleaner and/or cleaning wipes
- Sweep floor
- Bag and remove all trash to a non-Association location (i.e.-Renter's home), and replace bag in trashcan(s) (as applicable)
- Return furniture to its pre-rental location

Front Porch

- Sweep
- Bag and remove all trash to a non-Association location (i.e.-Renter's home)

Miscellaneous

- AC/Heating – set thermostat to AUTO and set TEMP on AC to 82 degrees in the summer and on Heating to 68 degrees in the winter
- Lock handles (as applicable) and deadbolts on each of the eight (8) exterior doors

Process for Renting the Clubroom

- Complete and sign this Agreement
- Mail the signed Agreement and checks to Sentry Management

- The Renter will receive confirmation of receipt of your signed Agreement and checks, and if the requested rental date is approved by the Association, the Renter will receive confirmation that the requested rental date is approved, along with a written receipt.
- The sooner of one day prior to the next scheduled rental of the Clubroom or three (3) days after the Event, the Renter must contact the Board and/or a Clubhouse Committee member to schedule a post-rental inspection.

I, the undersigned Renter, request use of the Clubroom. I agree to comply with all governmental laws and regulations, and comply with the Rules with regard to the use of the Clubroom during the Event. If the Board deems necessary, the above conditions/procedures/rules may be amended with notice prior to the Event.

Renter Signature

Date

Board Representative

Date

Rental Fee \$150.00

Refundable Deposit \$250.00

The Renter shall forward two (2) separate checks (rental fee, refundable deposit) made payable to Cedar Mill Community.

Mail the fully-signed (signed by Renter and Board representative) Agreement and checks to:

All-In-One Community Management
ATTN: Lisa Murphy
5200 Dallas Highway Suite 200 #366
Powder Springs, GA 30127

OFFICE USE ONLY

Checks received: _____

Inspection Report Received and Approved: _____

Checks Returned: _____