

CONTRACT APPLICATION FOR PRIVATE USE
THE BROOKSTONE COMMUNITY ASSOCIATION CLUBHOUSE

I, the undersigned, agree to abide by the Terms of the Brookstone Community Association Contract for Private use of the Clubhouse, and acknowledge receipt of a copy of same.

_____ Community Room Only

_____ Community Room and Semi-Private Pool Areas and Exercise Room*

***NOTE:** Semi-private allows homeowners continued use, however responsibility for clean-up remains with PRIVATE USE HOMEOWNER Sponsor.

ASSOCIATION SPONSORING MEMBER

ADDRESS

PHONE

DATE

DATE RESERVED: _____ TIME OF PARTY: _____

TYPE OF PARTY: _____

SIZE OF PARTY OR MEETING: _____

TWO CHECKS ARE REQUIRED: ONE FOR THE DEPOSIT OF \$75.00 and A SEPARATE CHECK FOR THE RENTAL FEE OF \$35.00 PAYABLE TO BROOKSTONE COMMUNITY ASSN. And Mail to:

BROOKSTONE COMMUNITY ASSN.
c/o OMNI Ohio/Kentucky Division
P.O. Box 395
Grove City, Ohio 43123

DEPOSIT RETURNED TO: _____

SPECIAL CHARGES: _____

Clubhouse/Pool Hours

Sunday through Thursday 5:30 am – 11:30 pm

Friday and Saturday 5:30 am – 12:30 am

Note: Premises must be vacated by 1:30 am

This is YOUR clubhouse – Rules and Regulations are necessary to maintain proper order and maintenance.

Homeowners and/or their guests who do not exit building at closing time may be fined \$75.00 for alarm set off.

ALL HOMEOWNERS are responsible for their clubhouse.

All vandalism and non-compliance with rules and regulations should be reported to Management Company.

BROOKSTONE COMMUNITY ASSOCIATION

CONTRACT AND TERMS FOR PRIVATE USE OF CLUBHOUSE

The Brookstone clubhouse facility is privately owned and maintained by the Brookstone Community Association for the use of the Association members.

The clubhouse is available for the members' use for special parties or meetings on a reservation basis. The following information is provided to acquaint members with the procedures and rules governing the private use of the clubhouse.

Rental of the clubhouse is not available for outside use, by vote of the community.

ELIGIBILITY FOR USE

1. Must be a member of the Brookstone Community Association.
2. Must be at least 18 years of age to reserve the clubhouse, and must be accompanied by a paying member.
3. Must have quarterly maintenance and operating assessment paid current.
4. Must provide information for contract and agree to abide by the terms of the contract.

HOURS AND GENERAL TERMS FOR PRIVATE USE OF CLUBHOUSE

Clubhouse and Pool	Holiday	NO SCHEDULED PARTIES PERMITTED
	Sunday– Thursday	5:30 am - 11:30 pm
	Friday – Saturday	5:30 am – 12:30 am

Note: Premises must be vacated by 1:30 am

1. All of the above hours for PRIVATE use of the Meeting Room at the clubhouse during the regularly scheduled clubhouse hours. If a party is contracted for hours while the clubhouse is open, it is with the understanding that the remainder of the clubhouse is open for general use.
2. Reservations of the clubhouse and semi-private use of the pool for parties must be stipulated in contract; otherwise the remainder of the clubhouse will be open for resident use only.
3. Reservations for private party use of the clubhouse will not be accepted more than three months in advance except for those annual or special events sponsored by the Brookstone Community Association. For the month of December, reservations will not be accepted until September 1st.
4. In order to give all members equal rights to private party use, only one reservation per unit per calendar month. A current contract and deposit must be made for each party reservation.
5. All parties are limited to a maximum of 100 people unless the Board of Trustees grants approval.
6. BROOKSTONE COMMUNITY ASSOCIATION TRUSTEES MAY ENTER THE RECREATION FACILITIES AT ANY TIME TO INSURE THE COMPLIANCE WITH THE TERMS OF THE PRIVATE PARTY CONTRACT.

AVAILABILITY, RESERVATION AND DEPOSIT FOR USE OF CLUBHOUSE

1. Availability of the clubhouse for private party can be determined by calling the Management Company during normal business hours. If the date is available the reservation will be put on the calendar.
2. While it is not mandatory to pay the rental fee and deposit at the time of making the reservation, both must be received no later than 14 days before the scheduled party. If a party date is reserved within the 14 days of the reserved date, then it is mandatory to pay the rental fee and deposit at the time of reserving the clubhouse.

PROCEDURE FOR USE

1. A Party Contract must be completed.
2. A **\$35.00** rental fee and a **\$75.00 deposit** are required to reserve the clubhouse. The deposit is refundable if all the terms of the contract are adhered to.
3. The sponsoring member is responsible for cleaning all areas used.
4. The deposit will be returned within 30 days of the reserved date.
5. A checklist noting the facility condition is to be completed by the staff personnel and the sponsoring member immediately prior to the party. At that time, the sponsoring member will be given a copy of the checklist. If the party sponsor does not appear for the inspection prior to the time the staff personnel leaves the site, the party is automatically canceled.
6. At the time when the checklist is initially reviewed, the staff personnel should also be present and explain the Fine Sheet.

7. All party guests and sponsoring members must be out of the clubhouse by closing hours. Failure to do so will result in the loss of your entire security deposit. If cleaning is incomplete, you may finish cleaning from 9:00 am to 11:00 am the day following the party. Checkout will follow schedule below:

Party held on Tuesday, checkout inspection at 5:30 pm Wednesday.
Party held on Wednesday, checkout inspection at 5:30 pm Thursday.
Party held on Thursday, checkout inspection at 5:30 pm Friday.
Party held on Friday, checkout inspection at 12:00 pm Saturday.
Party held on Saturday, checkout inspection at 12:00 pm Sunday.
Party held on Sunday, checkout inspection at 5:30 pm Tuesday.

Should a conflict arise, the Staff Personnel may designate another time. Should the sponsoring member not appear for the checkout inspection and the condition of the clubhouse varies from the check in, the sponsoring member admits guilt, and fines and charges will be levied accordingly.

8. Parties or meetings in excess of one hundred (100) people may be arranged under special conditions, at the recommendation of the Property Manager with subsequent approval by the President of the Board of Trustees.

TERMS COVERING CLEANING AND USE OF THE FACILITIES

1. **THE CLUBHOUSE IS A NO SMOKING FACILITY.**
2. Remove all trash accumulated during the party and place a new liner in the trash cans.
3. Return all furniture, appliances, equipment, and accessories to proper places.
4. Clean floors. This includes any areas used (kitchen, restrooms, entryway, steps, lounge area). Wet mop, dust mops, brooms and carpet cleaning equipment are to be supplied by the sponsoring member.
5. Wash all dishes and return to proper places.
6. Clean restrooms, this includes toilets, urinals, mirror, and lavatory.
7. Clean all tables and countertops.
8. Clean refrigerator and stove if used.
9. Turn fireplace off if used.
10. Set thermostats at 65 during heating season and 78 during cooling season.
11. All lights are to be shut off except lamps.
12. All doors and windows are to be locked.
13. All damage such as cigarette burns, stains, damage to the facility or furniture, appliances, and equipment therein will be charged according to the Fine Sheet.
14. Any damage to the facility above the amount of the deposit will be billed directly to the sponsoring member, and that member will lose usage privileges until the damages are paid.

15. All parties are to terminate by closing hours.
16. The clubhouse must be cleaned by 11:00 am the day following an evening party, and immediately after a daytime party.
17. The sponsoring member is responsible for the proper conduct, facility security, and chaperoning of minors.
18. THE SPONSORING MEMBER MUST BE PRESENT AT ALL TIMES DURING THE PARTY.