



CONTRACT APPLICATION FOR PRIVATE USE
THE BROOKSTONE COMMUNITY ASSOCIATION CLUBHOUSE

I, the undersigned, (the "Private Use Homeowner") 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. I acknowledge that any damage, charges for repair and/or failure to clean up will be billed to my homeowner's account.

_____ Community Room Only

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

***NOTE:** "Semi-Private" use allows any Brookstone homeowners' continued use of the pool during Private Use Homeowner's event, however responsibility for clean-up remains with Private Use Homeowner.

HOMEOWNER

ADDRESS

PHONE

DATE

DATE RESERVED: _____ TIME OF PARTY: _____

TYPE OF PARTY: _____

SIZE OF PARTY OR MEETING: _____ (Maximum capacity 75 people)

A CHECK IS REQUIRED FROM THE HOMEOWNER FOR THE RENTAL FEE OF \$45.00 (for a social event) OR \$250.00 (for a non-social event, i.e., business, commercial or for financial gain) PAYABLE TO BROOKSTONE COMMUNITY ASSOCIATION and mail to:

BROOKSTONE COMMUNITY ASSOCIATION
c/o Omni Community Association Managers LLC
P.O. Box 395
Grove City, Ohio 43123

SPECIAL CHARGES: _____

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 homeowners only. Rental of the Clubhouse is not available for outside use.

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

Eligibility for Use

1. Must be a member in good standing of the Brookstone Community Association.
2. Must have monthly dues paid current.
3. Must provide information for contract and agree to abide by the terms of the contract.

Hours and General Terms for Private Use of Clubhouse

Daily 5:30 am - 11:30 pm

Note: Premises must be *vacated* by 12 midnight when security alarm activates

Holiday NO SCHEDULED PARTIES PERMITTED

(New Year's Day, Easter Sunday, Mother's Day, Memorial Day, Father's Day, July 4, Labor Day, Thanksgiving Day, December 24-26, December 31)

1. Parties may only be scheduled during the hours the facility is open. The pool and exercise room may still be used by any other Brookstone homeowners during the rental time.
2. Reservations for private party use of the clubhouse will not be accepted more than six 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 June 1st.
3. In order to give all homeowners equal rights to private party use, only one reservation per unit per calendar month. A current contract must be made for each party reservation.
4. All parties are limited to a maximum of 75 people.
5. Brookstone Board of Trustees may enter the Clubhouse facilities at any time to insure the compliance with the terms of the private party contract.
6. No pets are allowed (except service dogs).

Availability, Reservation and Deposit for Use of Clubhouse

1. Availability of the Clubhouse for a private party can be determined by viewing the calendar at brookstoneathoover.com, calling the Property Management Company (877-405-1089) during normal business hours or emailing the Property Management Company at brookstonecalendar@omnihoa.com. If the date is available, the reservation will be put on the calendar.
2. While it is not mandatory to pay the rental fee at the time of making the reservation, it 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 at the time of reserving the clubhouse. The rental fee will only be accepted from the homeowner and will be billed to the homeowner account upon reservation of a clubhouse date.

Procedure for Use

1. A Party Contract must be completed.
2. A \$45.00 rental fee for a social event or \$250 for a non-social event (i.e., business, commercial, or for financial gain) is required to reserve the clubhouse. If all the terms of the contract are not adhered to, the cost for compliance, damage or repair will be billed to the homeowner's account.
3. The homeowner is responsible for cleaning all areas used.
4. A checklist noting the facility condition is to be completed by the Clubhouse Committee Member and the homeowner immediately prior to the party. At that time, the homeowner will be given a copy of the rental checklist and Clubhouse Rental Responsibilities sheet.
5. All party guests and homeowner must be out of the clubhouse by closing hours. Failure to do so will result in a \$75 monetary fine and a 30 day suspension of Clubhouse privileges.
6. If the condition of the Clubhouse varies from the check-in, the homeowner's account will be charged a \$75 cleaning fee.

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 kitchen trash can.
3. Return all furniture, appliances, equipment, and accessories to proper places.
4. Clean all floors (party room, kitchen, entryway). This includes any stains or spills.
5. Check restrooms from party use and clean up if necessary.
6. Clean all tables and countertops.
7. Take home, launder and return dish towels/cloths or potholders used.
8. Clean refrigerator and stove if used. Remove all items from refrigerator including ice bags.
9. Turn fireplace off if used. Do not move screen or logs.
10. All lights are to be turned off (except floor lamp and pool lights).
11. All doors and windows are to be locked.
12. No damage to facility, furniture, appliances or equipment.
13. All parties are to terminate by 11:30 pm.
14. The homeowner is responsible for the proper conduct of all persons in attendance and for any damage done to any part of the facilities during the rental of the Clubhouse facilities.

15. THE HOMEOWNER IS TO BE PRESENT DURING THE PARTY (AS WELL AS SET UP AND CLEAN UP). Failure to do so will result in the deactivation of your Clubhouse key card for 60 days and be subjected to a \$175 monetary fine.
16. Gas grills may be used on the patio at the clubhouse. No other food preparation equipment (i.e., charcoal grills, deep fryers, cotton candy machines, etc.) is permitted. Other items not permitted include: drones, hover boards, skateboards, play sand/kinetic sand, play dough.
17. No pins, nails or other damage to the walls, ceiling, wood trim, floor or any part of the facility. Tape may be used but must be removed, without causing any damage.
18. Refrain from using glitter and confetti (glitter and confetti are difficult to clean up).
19. Any damage to the facility will be billed directly to the homeowner.
20. An adult, dues paying homeowner may have no more than four (4) guests at the clubhouse/pool at any one time without reserving the facility for a private or semi-private party.
21. A resident who is not the homeowner, but who is at least 18 years old, may have no more than one (1) guest at a time, and that guest must also be at least 18 years old.
22. Children 17 years of age and younger **are not** permitted in the clubhouse without supervision of an adult, dues paying homeowner.
23. Clubhouse key cards **are never** to be given to non-resident family and friends to access the facilities without the homeowner being present. (Violations will result in the deactivation of your Clubhouse key card for 60 days and be subjected to a \$100 monetary fine.)