

## CLUB HOUSE RENTAL INFORMATION AND RULES

### Bradford Greene

#### CLUBHOUSE RENTAL INFO & RULES

Clubhouse hours: 10:00 am to 11:00 pm for 6 hour intervals (7 days a week)

(Revised January 2023)

- The clubhouse is available for rental to only Bradford Greene Association Unit Owners/Residents for any private parties. The clubhouse is available to rent on any day or evening providing that it does not interfere with the normal operation of the clubhouse or with the services regularly available to all residents. The rental maximum is 6 hours unless other arrangements have been approved by the Board.
- **Maximum capacity is 50.** The owner/tenant resident assumes responsibility for their invited guests and for the use of the facility during the rental time. While the clubhouse is being rented the owner/tenant resident **MUST BE PRESENT** during the entire event.
- Your reservation includes the clubhouse gathering room only. **Your guests are not permitted in the pool area. This is a safety and insurance coverage issue. Please take proper steps to ensure that your guests do not exit into the gated pool area.**
- The room behind the kitchen area is used for Bradford Greene storage of misc. pool furniture and other items. Please do not allow guests in this back room.
- The Association, its Board members, or the management company cannot be held responsible for you or your party or for any personal items brought into or left in the facility.
- Reservations may only be made **six months in advance** of the event on a first come first serve basis.
- Management reserves the right to allow enough time for cleaning between events (if applicable).
- All Association dues must be **paid in full** to be eligible to rent the clubhouse.
- Pets are not permitted in the clubhouse, pool, or clubhouse grounds area.
- The Clubhouse is a **non-smoking** facility. The Homeowner is responsible for ensuring their guests do not smoke. Smoking is permitted outside, in front of the clubhouse only where an ash receptacle is located.
- Homeowner must ensure that guest parking does not impede on the safety of the property or the convenience of other homeowners (no street parking, no double parking, no blocking of driveways or fire hydrants, and no parking on grass). It is imperative that parking be monitored throughout the rental period and vehicle parking is only in designated parking lots.
- Tacks, tape, or any type of fasteners when decorating for parties or events are strictly prohibited.
- **Cleaning of the clubhouse must be done immediately after the event (misc. cleaning supplies are in janitor's closet, you may need to furnish some of your own supplies). All foyers, restrooms, floors, countertops, stoves, sinks & carpeted areas must be included in cleaning.**
- **All trash & debris must be removed from the clubhouse and placed in the trash bin located outside of the door to the pool/patio area. (bin location may change)**
- A full payment of **\$150.00** is required from the homeowner when the reservation is made, along with the signed rental agreement.
- This is the rental fee cost. There is no deposit or return of a deposit upon completion of the event.

- The rental procedure requires that you put in your request through the **BradfordGreeneCA.com** portal with the desired date and the rental fee can be added directly to your account to be paid electronically, or by check if desired, after you fill out the rental application.
- An inspection by the coordinator or a board member, will be made after the rental. Ideally, the renter and coordinator or board member will meet before and after the event to inspect the facility.
- Renter is responsible for all damages to the facility.
- **Each homeowner/tenant resident has the option to purchase a key fob to the clubhouse. They must have purchased a key fob to use the clubhouse.** Replacement costs will be assessed for lost fobs.
- Rules & regulations may be altered as needed. If changes occur, all homeowners will receive notice of changes.
- The last person to leave the clubhouse is responsible for **locking all doors and windows** and for properly closing the facility as outlined below.
  - The clubhouse will be left in its original condition.
  - Lights, television, stove all turned off
  - Temperature reset to Winter 62 degrees and Summer 75 degrees
  - Remove all personal items and leave the area neat and tidy.
  - Both sets of clubhouse doors will be closed at all times
  - No unit resident shall leave any invited guest (non-Bradford Greene member) alone in clubhouse at any given time
  - The clubhouse key is non-transferable

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 Return this lower section with your payment or email this signed form stating that you have read and accept the rental usage terms as stated above.

***I have read and accept the above rental guidelines and agree to abide by them. If any rules are broken, damages occur OR an additional cleaning is required after usage, I understand that I will be assessed as determined by the Board of Directors.***

If I return this form electronically, the email transmission of this information denotes understanding and acceptance of the terms herein:

TODAY'S DATE: \_\_\_\_\_

Homeowner: \_\_\_\_\_ UNIT Address \_\_\_\_\_

Phone #: \_\_\_\_\_ Date of Requested usage: \_\_\_\_\_

Time (6 hour rental 10:00 am – 11:00 pm): Start time \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Please provide a brief explanation of your planned event: \_\_\_\_\_

**\*\*Reservation is not final until full payment is received. Payment to be received within 5 working days of initial request of rental date on the website/portal.**