

CFA CLUBHOUSE RENTAL POLICY AND RENTAL AGREEMENT - 2012

December 6, 2011

Except for prior commitments, the Clubhouse is available for rental from 8:00 am until 11:00 pm, Sunday through Thursday, and from 8:00 am until 1:00 am Fridays and Saturdays.

Only Members of Carolina Forest Association (CFA) may rent the clubhouse.

The Member renting the clubhouse must be 21 years of age or older.

Members wishing to rent the Clubhouse can obtain the Clubhouse Request Form at the CFA Office. The completed and returned Request will be reviewed by the CFA Business Manager, and if necessary, by the CFA Board at its next scheduled meeting. The CFA Business Manager will inform the requestor of acceptance or rejection, and any conditions that may apply.

The Member renting the clubhouse must provide the CFA office with a complete list of guests who are not CFA residents to facilitate gate entry at least 2 business days before the event. Failure to do so will result in cancellation of the event.

The following charges apply to clubhouse rentals:

1. With less than 50 attendees, \$100.00 rental charge for use of the Clubhouse,
2. With 50 or more attendees, not to exceed the maximum capacity of 150 persons, \$200.00 rental charge for use of the clubhouse,
3. With more than 20 guests who are not CFA residents attending the event, a flat fee of \$50.00 is required to pay for additional security personnel to facilitate traffic flow.
4. A \$100.00 damage/cleanup deposit is required (\$75.00 refundable – see agreement).

For 2012 only, \$100.00 of the rental fee will be waived one time for Members whose accounts are fully paid by 4:00 pm February 29, 2012.

Information and Rules

1. Authorized CFA personnel will unlock the clubhouse. Clubhouse keys will not be provided to renters.
2. Because of the Insurance Liability, fireplace usage is not permitted.
3. Members renting the clubhouse are responsible for providing their own food, drinks, and utensils, such as plates, cups, knives, forks, spoons, serving utensils, etc. **DO NOT USE OR TAKE** food or drinks that may be stored in the clubhouse. **No food or drinks are to be left uncovered overnight.**
4. Members renting the clubhouse will be responsible for damaged or missing furniture and fixtures.
5. A maximum of \$75.00 of the \$100.00 of the damage/cleanup deposit may be refunded after inspection.

6. **USE OF THE POOL IS NOT INCLUDED IN THE CLUBHOUSE RENTAL.** Use of the pool must be requested and pre-approved by the Board of Directors. If approved, all pool users (except the first six (6) persons) will be charged \$1.00 per person. **No wet swimsuits are allowed in the clubhouse.**
7. No furniture shall be moved outside the clubhouse. Excess furniture may be placed on the covered wooden deck only during the actual function. Under no conditions will furniture be left on the covered deck over night.
8. ALL PETS MUST BE ON A LEASH on the clubhouse grounds. PETS are not allowed in the clubhouse.
9. Decorations must be approved in advance by the Business Manager.
10. Intentional abusive conduct or language will result in termination of Clubhouse rental privileges, and the individuals involved will be asked to leave the premises.
11. Members renting the clubhouse are responsible for providing their own food, drinks, and utensils, such as plates, cups, knives, forks, spoons, serving utensils, etc. **DO NOT USE OR TAKE** food or drinks that may be stored in the clubhouse cabinets or refrigerator.
12. The microwave, stove and refrigerator may be used by renters.
13. The signed rental form signifies that the Member renting the clubhouse assumes full responsibility in accordance with the terms of the agreement, and full responsibility for the Member's guests while they are using CFA property.

Before a maximum of \$75.00 of the \$100.00 damage/cleanup deposit will be refunded, the Member renting the clubhouse must ensure that:

- Clean up of clubhouse is completed within 24 hours after the party
- All trash is removed
- Floor is clean, and spills are mopped up
- Stove and microwave are clean
- Refrigerator is clean
- Counter tops and tables are clean
- Furniture placed in the same manner it was found
- Bathroom sinks are wiped out, and the floor swept
- Lights and air conditioners are turned off
- Heat is set at 55 degrees in the winter, and the rest room doors left wide open
- Air conditioners are set at 85 degrees in the summer
- Exterior doors are locked

Before and After inspections will be made by a CFA Official or designated employee.

PLEASE READ THE CLUBHOUSE RULES CAREFULLY BEFORE SIGNING THE CLUBHOUSE RENTAL AGREEMENT.

CFA Clubhouse Rental Agreement

Name of Member Making Request: _____

Mailing Address: _____

Phone: _____ Email: _____

Preferred Method of Notification: ___ US Mail ___ Phone ___ Email

Date Request Submitted to CFA Office: _____

Date Clubhouse Needed: _____

Times Needed: From - _____ To - _____

What time will the guests begin to arrive? _____

Purpose of Rental:

Number of People Attending: _____

Will All Those Attending be CFA Members?: _____ Yes _____ No

I have read, agree with and will abide by the CFA Clubhouse Rules. I understand that my signature on this Request and the Rental Form signifies that I assume full responsibility in accordance with the terms of the agreement and full responsibility for those in attendance.

Member's Signature

Date

For CFA Use

Date Form Submitted by Member: _____

Date of Authorized Review: _____

Action Taken by Authorized Agent (e.g. Board review, add'l security, etc):

Authorized Signature: _____

Notification Sent: _____

CFA Clubhouse Rental Inspection Form

Regina Emmert – 910-572-3910

Date of Rental: _____

Renter's Name: _____

Before Rental Inspection

After Rental Inspection

CFA Representative Signature

CFA Representative Signature

Renter Signature (optional)

Renter Signature (optional)

Date Signed

Date Signed

Rental Clean Up

The name and telephone number of the person responsible for clean up must be provided:
Name: _____

Phone #: _____