



# Lynton Place Homeowner's Association

## Clubhouse Rental Agreement

The Lynton Place clubhouse is available for rental by HOA homeowners of Abbots Gate, Devonshire Court, Becton Park and Pritchard Place II who are in good standing (*Good standing requires HOA dues to be current and no unresolved clubhouse rental issues.*) An HOA homeowner is an actual homeowner in one of the identified neighborhoods listed above. HOA homeowners may not be teenagers nor adult children, renters or guests of the Abbots Gate, Becton Park, Devonshire Court, and Pritchard Place II communities.

Reservations will be taken on a first-come first services basis. The reservation occurs upon receipt of the rental fee, rental deposit fee and signed rental agreement. The rental fee may be paid by debit or credit card. The rental deposit may be paid by money order or cashier's check made payable to "Lynton Place HOA" and this signed contract. There will be no verbal "holds". Questions about reservations can be made by contacting the Lynton Place HOA representative. If you are found in violation of the contract, deposit monies will not be returned. Clubhouse sub-leasing is not allowed.

### Homeowner Information:

Renter's driver's license was valid and the address reflects a Lynton Place address.      YES      NO

Renter name: \_\_\_\_\_

Renter address: \_\_\_\_\_

Email address: \_\_\_\_\_

Renter home telephone: \_\_\_\_\_

Renter cell phone: \_\_\_\_\_

### Event Information:

Date of use: \_\_\_\_\_ Hours of use: from \_\_\_\_\_ to \_\_\_\_\_

Type of event: \_\_\_\_\_

Anticipated number of guests: \_\_\_\_\_ (*Due to fire code, clubhouse capacity may not exceed 70 persons*)

Pre-event walkthrough date: \_\_\_\_\_ Post-event walkthrough date: \_\_\_\_\_

Pre-event identified issues (*renter will not be responsible for these issues unless further damage occurs*):

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**Rules and Regulations:** *Please read and initial each item below acknowledging your agreement with these rules and regulations.*

The current Homeowner (here after known as: "Renting Party") agrees to the following rules, terms and conditions. The clubhouse is available for private functions/events with a rental security deposit of \$150.00 payable by money order or cashier's check made payable to "Lynton Place HOA. The clubhouse rental fee is \$150.00 which may be paid by money order/cashier's check made payable to "Lynton Place HOA". Personal checks will *not be accepted* for the rental or the security deposit. Your reservation will be confirmed after receiving the three following items: 1) this signed rental agreement, 2) the rental security deposit in cash and 3) the rental fee.

1. Only Abbots Gate, Devonshire Court, Becton Park, and Pritchard Place II homeowners or resident's may reserve and use the clubhouse and **MUST BE PRESENT** for the **ENTIRE DURATION** of the rental period. Private events with minors under 21 years of age require an adult of the home renting the clubhouse to be present during the entire event. The Homeowner will be held responsible for the conduct of their guests.  
Initials: \_\_\_\_\_
2. The clubhouse may not be reserved on a 'sub-lease' basis by any resident. Only the resident of Lynton Place may rent the clubhouse. One neighbor may not rent the clubhouse on behalf of another resident of Lynton Place.  
Initials: \_\_\_\_\_
3. Lynton Place HOA or its Board of Directors may cancel any function prior to commencement for reasonable cause. The HOA Board reserves the right to refuse to rent the clubhouse for any purpose it deems to be detrimental to or not in the best interests of its members. It further reserves the right to refuse to rent the facilities on any dates and at any time it deems inappropriate or inconvenient. Initials: \_\_\_\_\_
4. The Lynton Place HOA Board reserves the right to enter the clubhouse and terminate any function should the conduct of any person using the clubhouse endanger the health, safety or welfare of any person, constitute a threat to the clubhouse or other property or reasonably interfere with the peace and enjoyment of the residents of Lynton Place, Becton Park, Devonshire Court, Abbey Place or Pritchard Place II.  
Initials: \_\_\_\_\_
5. The renting party understands and agrees to abide by all local, state and federal laws and ordinances that pertain to residents, guests, and invitees while using the clubhouse. The renting party understands that any violation shall be grounds for immediate termination of the right to use the clubhouse. Any such termination shall not waive or change the renter's obligation hereunder.  
Initials: \_\_\_\_\_
6. Failure to follow the cleaning requirements may result in a partial or full non-refund of your security deposit and possible additional charges. No deposit will be returned until the clubhouse is cleaned as required and after the premises is inspected by a HOA Board member. Any damages will be deducted from the deposit based on repair and/or replacement costs. Additional costs may be incurred depending on the extent of the damage. See page 5 of this agreement for any associated fees.  
Initials: \_\_\_\_\_



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7. If this agreement is not followed it may result in the forfeiture of part or all the security deposit, as well as jeopardize any future right to reserve the Lynton Place clubhouse or any of its amenities. Furthermore, the renting party agrees that in the event of damage or breakage not covered by the security deposit, will make retribution for any additional necessary repairs and costs over and above the amount. If any legal action must be taken to collect any additional amount not covered by the deposit, the lessee, must pay for any attorney fees. Initials: \_\_\_\_\_
8. No firearms, animals (An exception may be made for service animals or working/assistance animals), pets, smoking or vaping is allowed in the clubhouse, restrooms, pool area or anywhere on the premises. No cigarettes shall be thrown onto the grounds of the clubhouse or premises. Initials: \_\_\_\_\_
9. Renting party will be considerate of neighbors by controlling noise and music volume. Excessive volume from sound systems, DJ's, bands, or karaoke is not allowed past 11:00pm. Events for persons under the age of 21 must be chaperoned by at least one responsible adult over the age of 21 years **and** the homeowner or resident who signed the rental agreement. Initials: \_\_\_\_\_
10. The clubhouse premises must be vacated by 12:00am on the date of the event. The clubhouse must be cleaned and ready for post-event inspection by 12:00pm the following day. If an event is scheduled for the following day, the renting party will be informed, and the clubhouse must be cleaned and ready for use on the same date of the event. Initials: \_\_\_\_\_
11. Guests must park in designated lined spaces at the clubhouse. Parking on the grass, walkways, or near fire hydrants is not permitted. Overflow parking at Devonshire court is not permitted. Illegally parked vehicles are subject to towing at the owner's expense. Initials: \_\_\_\_\_
12. The clubhouse renting party agrees to take all precautions to protect the clubhouse flooring and walls from scratches, dings and other damage. Respect should be given to the clubhouse furniture and decorative items in the clubhouse. The clubhouse renting party will be responsible for the cost of any repairs resulting of any damage incurred or loss of items during their event. Initials: \_\_\_\_\_
13. Doors of the clubhouse are not to be propped open or left unlocked. All windows should remain closed Initials: \_\_\_\_\_
14. The renting party is responsible for cleaning and leaving the interior of the clubhouse and the surrounding grounds around the clubhouse in an orderly and clean condition, including, bathrooms, kitchen, all furniture, floors and fixtures. Any HOA provided the cleaning tools should be left in the kitchen closet. Any wet cleaning tools should be left in the bucket. The renter is responsible to provide the cleaning solutions Initials: \_\_\_\_\_



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15. All trash shall be placed into garbage bags, tied closed and disposed of in the garbage bins located outside the clubhouse. No garbage shall be placed directly into the garbage bins without first being sealed in a garbage bag. Initials: \_\_\_\_\_

16. Absolutely no tape, thumbtacks, push pins, glue, nails, or adhesives are to be used for decorating on the walls, ceilings or windows. Except for birthday candles on cakes, no candles can be used in the clubhouse. Clubhouse decorations, landscaping, fixtures, picnic tables etc. may not be moved, removed or altered. The clubhouse lessee will be held financially responsible for the replacement costs of any damaged, moved or missing items. Initials: \_\_\_\_\_

17. The renting party and their guests are not allowed on the pool deck during the use of the clubhouse. Wet clothing is not permitted in the clubhouse. Pool furniture and/or any pool items are not allowed in the clubhouse. Interior tables and chairs are not permitted to be taken outside. Initials: \_\_\_\_\_

18. Renters may not use chicken/turkey fryers or barbeque grills in the clubhouse. Barbeque grills are not allowed in the pool area. Initials: \_\_\_\_\_

19. Renters may not use generators, inflatable moon bounces, pony rides on the clubhouse grounds. Initials: \_\_\_\_\_

Any missing or damaged item or damage to the clubhouse will be replaced and repaired with a deduction from the rental security deposit. A minimum of 15 business days is required to allow a refund to be processed.

I, \_\_\_\_\_ (write the renting party's name) here by requests rental of the Lynton Place clubhouse and have read the procedures and policies above and here by agree to abide by all the policies outlined in this agreement. I take responsibility to maintain the clubhouse and leave the clubhouse in its original condition.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lynton Place Board Member Signature

\_\_\_\_\_  
Date



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Lynton Place contact persons in case of an issue before, during or after the event.

Lynton Place emergency contact 1: \_\_\_\_\_

Lynton Place emergency contact number 1: \_\_\_\_\_

Lynton Place emergency contact 2: \_\_\_\_\_

Lynton Place emergency contact number 2: \_\_\_\_\_



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Front Door access code: \_\_\_\_\_

### RENTING PARTY'S CLEAN UP LIST

Renting party agrees to perform the following basic cleaning of the clubhouse immediately after the event. The list below serves as a checklist for the renting party after their event.

- \_\_\_\_\_ Wipe off chairs and restack chairs on the storage cart.
- \_\_\_\_\_ Wipe down and return the tables to the storage cart.
- \_\_\_\_\_ Dish drain should be dried and stored under the sink
- \_\_\_\_\_ Sweep and mop floors cleaned. Food and drink spills should be cleaned by a damp cloth with warm soap and water immediately.
- \_\_\_\_\_ Completely remove all decorations. This also includes balloons or decorations used inside or outside of the clubhouse.
- \_\_\_\_\_ Clean all serve ware and cookware and leave them in the designated location in the drawers and cabinets
- \_\_\_\_\_ Remove and dispose of all trash in plastic garbage bags. Tie all garbage bags closed and place in the garbage bins located on the side of the clubhouse.
- \_\_\_\_\_ Wipe down kitchen countertops. Clean all surfaces and remove all food from and personal items from the refrigerator/freezer and oven. Clean all spills or food residue in the oven and/or refrigerator. (This includes cleaning and wiping inside and outside the oven).
- \_\_\_\_\_ All items have been cleaned and placed in the drawers
- \_\_\_\_\_ Leave the bathrooms neat and tidy. Trash should be picked up off the floor and toilets flushed. Renter should ensure that faucets are shut off. Report any plumbing issues (including running toilets) immediately.
- \_\_\_\_\_ Pick up and properly dispose of trash both inside and outside the clubhouse and the surrounding outside areas caused by the event.
- \_\_\_\_\_ All lights in the clubhouse including in the bathrooms and closets were turned off
- \_\_\_\_\_ Return the garbage cans to the coat closet and service cart to the storage room
- \_\_\_\_\_ Window blinds are to be left open after the event.
- \_\_\_\_\_ Refrigerator and oven doors are completely cleaned out of spills and doors are completely closed
- \_\_\_\_\_ All doors are to be locked