

# Adams Ridge Homeowners Association Clubhouse Rental Form

**Rental Hours: 9:00 am to 12:00 am (midnight)**

Clubhouse rentals **DO NOT** include the Swimming Pool or surrounding area. If a Community Event is **NOT** scheduled, Pool Passes may be purchased separately for \$2.00 per person for a one-time use. Adult supervision will be required.

**Rental Fees:**      Circle Requested Room(s)

**Upstairs**

**Daily Rate**

Large Gathering Room

Rental Fee: \$150.00

Fireplace Room

Rental Fee: \$60.00

Both Rooms

Rental Fee: \$200.00

**Hourly Rate: Monday – Thursday Only**

Large Gathering Room

Rental Fee \$50.00 per hour

Fireplace Room

Rental Fee \$20.00 per hour

Both Rooms

Rental Fee \$65.00 per hour

**Downstairs** Please see Community Room Rental Form for rate information

**Payment Instructions & Security Deposit**

- The homeowner's check made payable to Adams Ridge Homeowners Association for the total amount due.
- A separate homeowner's check in the amount of \$200.00 is required for a Security Deposit with all rentals.
- Both homeowner's checks must be submitted with this **Clubhouse Rental Form** and the **signed last page** of the Adams Ridge **Clubhouse Rental Policy – Clubhouse Rules** Agreement.

**Please Note**

- All reservations are on "First come, First serve" **and upon receipt of 2 signed forms, 2 signed checks and a sent confirmation letter by our office.**
- **All forms and checks must be signed by the homeowner and not outside agencies or 3<sup>rd</sup> parties.**
- Before 9:00 a.m. or prior day setup is **NOT permitted** (this includes any rental chairs/tables).
- After 12:00 a.m. (midnight) or next day cleanup is **NOT permitted.**
- All cleanup, "fines," or damage charges will be deducted from deposit. Charges exceeding the amount of the deposit will be billed to the renter and must be paid within 7 calendar days.
- Absolutely no balloons of any kind or open flames. Failure to comply will result in loss of "entire" deposit.

**Cancellations** must be received 14 days prior to your event. A \$50.00 cancellation fee may be charged for less than 14 days' notice.

**\*\*\*\*\*Cameras in "Use" Inside and Outside of Clubhouse\*\*\*\*\***

**Resident**

Name \_\_\_\_\_ Rental Room(s) \_\_\_\_\_

Address \_\_\_\_\_ Rental Time(s) \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_ Number of Persons \_\_\_\_\_

Signature of Renter/Owner \_\_\_\_\_ Date \_\_\_\_\_

\*\*You may mail this Clubhouse Rental Form and Clubhouse Rental Policy to: Adams Ridge Clubhouse, 100 Adams Ridge Blvd. Mars, Pa. 16046, or drop it off in the **Black Mailbox** on the front porch of the Clubhouse \*\*\*

# **Adams Ridge Clubhouse**

## **Rental Policy - Clubhouse Rules**

Amended: January 1, 2016

Effective Date: January 27, 2016

**Whereas**, the Clubhouse at Adams Ridge is administered under the direction of the Board of Directors (hereinafter, the Board) of the Adams Ridge Homeowners' Association (hereinafter, the "ARHA")

**And, Whereas**, the Clubhouse is provided for the use of the home owners/renters a person or group sponsored by a home owner and approved by the Board (hereinafter, homeowner(s) of the Adams Ridge community and their guests, at the discretion of the Board of Directors, and is available for, among other things, weddings, receptions, family gatherings, social events, ARHA events, banquets and meetings;

**And, Whereas**, the Clubhouse facility is rented to the home owners of Adams Ridge as a service to the home owners/renters and as a means of generating funds for the management and operation of the recreational facilities of the ARHA;

**Now, Therefore**, in order to better manage and operate these facilities, and in an effort to provide, and necessarily regulate, recreational opportunities to the community, the Board of Directors of the ARHA, hereby establishes general policy guidelines for the use of the Clubhouse, as follows:

### **1. Rental**

- A.** Space within the Clubhouse will not be leased or rented to a fixed commercial business. (The term "fixed" means a commercial business that requires a dedicated space of any size, including storage space, that would prohibit the use of the space by others who may rent the Clubhouse).
- B.** The Board of Directors and /or their designee retains the right to refuse to rent to any group or individual; and all areas designated herein.
- C.** The Clubhouse will not be rented to anyone under the age of 21. Events involving minors must be supervised by the appropriate number of adults; Children **must** be supervised at all times & are not permitted to run and jump in the building. Children are to be kept in the area that you are renting and not permitted to disturb others who are renting in the building.
- D.** Rules and regulations regarding rental of the Clubhouse for specific single events will be promulgated from time to time by the Board.
- E.** The Adams Ridge Clubhouse **cannot** be rented to home owners/renters who are delinquent more than 30 days or are not in good standing with the Homeowners Association. The homeowner/renter **must** be a member of the Adams Ridge Homeowners Association and attend the rental.

### **2. Maintenance**

Clubhouse maintenance is a constant and yet necessary item. The Board will provide for maintenance of the facilities and surrounding grounds as needed to the fullest extent possible based on availability of funding. Renters are required to clean and maintain the Clubhouse premises (including Parking areas) during and at the end of the rental.

### **3. Rental Areas**

The rental areas of the Clubhouse for one-time events are defined as follows:

- A. The Large Gathering Room** includes the main entrance, large gathering room, upstairs kitchen (which will be shared if the Large Gathering Room and Fireplace Room are both rented separately) and the upper deck.
- B. The Fireplace Room** includes the main entrance, fireplace room and the upstairs kitchen (which will be shared if the Large Gathering Room and the Fireplace Room) are both rented separately.
- C. The Large Downstairs Room** refers to the downstairs large TV room and downstairs kitchen.
- D. The Swimming Pool** refers to the swimming pool and it's fenced in grounds, which may be rented separately or as part of a rental of the Large Gathering Room, The Fireplace Room and/or the Large Downstairs Room.

#### 4. Deposits

**The following deposits shall apply to all renters.**

- A. A \$200.00 security deposit will be required of all renters. This deposit will be refunded if no damage occurs to the facility, the facility is cleaned and no Law Enforcement Officer and/or Fire Department is summoned to the event. If a Law Enforcement Officer and/or Fire Department responds to a call to the Clubhouse and/or parking areas, the entire deposit will be retained and not refunded.
- B. Room cancellations must be received 14 days prior to your event. A \$50.00 cancellation fee may be charged for less than 14 days' notice.
- C. **All checks received for payment must be issued by the home owner/renter. The member of the Adams Ridge Homeowners Association must be in good standing and current with HOA dues payments with the Association. At no time will cash be accepted as payment.**

#### 5. Rental Fees

**The Large Gathering Room** will have a rental fee of \$150.00 and a security deposit of \$200.00. Hourly rental rates apply Monday through Thursday only. The hourly rental rate for The Large Gathering Room is \$50.00.

**The Fireplace Room** will have a rental fee of \$60.00 and a security deposit of \$200.00. Hourly rental rates apply Monday through Thursday only. The hourly rental rate for The Fireplace Room is \$20.00.

**The Large Gathering Room and The Fireplace Room** rented together at the same time will have a rental fee of \$200.00 and a security deposit of \$200.00. Hourly rental rates apply Monday through Thursday only. The hourly rental rate for The Large Gathering Room and The Fireplace Room is \$65.00.

**The Large Downstairs Room** will have a rental fee of \$70.00 and a security deposit of \$200.00. Hourly rental rates apply Monday through Thursday only. The hourly rental rate for The Large Downstairs Room is \$20.00.

**The Swimming Pool** will have a rental fee of \$85.00 for two hours, over 30 swimmers will be \$100.00. The designated time for swimming pool rentals are from 8 pm to 10 pm during pool season. Rental times and days must be approved by Pool Manager.

If a Community Event is **NOT** scheduled, Pool Passes may be purchased separately for \$2.00 per person for a one-time use. Adult supervision will be required.

#### 6. Payments

Two separate checks are required from the homeowner/renter. One will be for the total amount due of the rental fee for the room(s) rented and the other will be the \$200.00 security deposit. Both checks are to be made payable to the Adams Ridge Homeowners Association.

#### 7. Liquor Laws

All renters must obey all federal, state and local laws. The renter bears the responsibility to ensure that all such laws are obeyed. It is strictly forbidden to serve alcohol to minors under legal drinking age or to a visibly intoxicated person.

#### 8. Entertainment

Entertainment provided by the renter of the Clubhouse facility must be maintained within reasonable noise levels, so as not to interfere with residents living in the Adams Ridge Community. All entertainment must conform to all federal, state and local laws and ordinances. Inflatables are not permitted on the inside of the Clubhouse. There will be no outdoor music permitted, whether by live

performers or DJ's, unless otherwise previously approved by the Board. The renter bears the responsibility to ensure that all such laws are obeyed.

**9. Closing Hours**

All functions at the Clubhouse will cease no later than 12:00 am (midnight), at that time the Clubhouse must already be cleaned and exited by the renter and guests. An alarm may go off if anyone remains in the building past 12:00 am (midnight). The Renter may lose their security deposit if the Management Company is notified and/or needed to respond.

**10. Doors & Windows Closed**

Doors & windows must remain closed & locked due to heating & cooling the Building, as well as the alarm system. If the alarm is triggered during your rental you are responsible for any fines and/or fees associated with the response by ambulance, police, fire departments or Management Company. The fine is set at \$200.00. The fine also includes false alarms. A \$50.00 fine will be charged if the door(s) or windows are left unlocked overnight. Additional fines may apply if the building is entered & vandalized during this time.

**11. Trash Removal/Clean up**

All Clubhouse users are responsible for removal of their trash, including trash in the bathrooms and kitchens, and the clean up of the areas they rented including vacuuming and clean-up of spills. Trash receptacles are located either in the parking lot or on the side of the Clubhouse. A cleaning fee will be charged if the clubhouse is not left in a neat and orderly fashion.

**12. Tables & Chairs**

All renters are responsible for the set up & breakdown of tables, chairs & any decorations used during your event. Tables & chairs must be properly returned to the front hallway. Tables must be wiped clean & neatly stacked. Chairs must be folded & returned to the chair racks.

The following is a list of tables & chairs that are available for each of the rooms of the Clubhouse. We ask they remain where they are found & not moved throughout the building. If more tables are needed for your party they may be rented from an outside source. Any rentals brought in must be removed from the building when your rental is over. Failure to do so will result in forfeiture of your security deposit.

**Upstairs**

There are a total of 10 - 60" round tables to be shared between The Large Gathering Room and The Fireplace Room.

There are a total of 10 - 8' banquet tables to be shared between The Large Gathering Room and The Fireplace Room.

There are a total of 150 chairs to be shared between The Large Gathering Room and The Fireplace Room.

**Downstairs**

There are a total of 5 - 8' banquet tables and 3 - 60" round tables. There are 65 chairs.

**13. Smoke Free Environment**

The Clubhouse has been designated as a smoke free environment. No smoking is allowed anywhere inside the building or outside on the deck area. Smoker's posts are located on the front porch and the lower level walkway for your convenience.

**14. Glass Bottles/Containers**

Glass bottles or glass containers are prohibited on the upstairs deck area and in the pool area. **Do Not** throw or drop anything over the balcony (off the deck) to the pool area below.

**15. No Pets**

Pets are **not** permitted in or around the Clubhouse or Swimming Pool area.

**16. Grilling**

Grill cooking is **NOT** permitted on the deck area off The Large Gathering Room or the pool area. Grill cooking is permitted on the concrete area outside of The Large Gathering Room and outside the basement area in front of the garage area. The Clubhouse Rental does not provide a grill.

**17. Signs**

Any informational or directional signs placed on the property **MUST** be removed the same day of the event.

**18. Emergency Contacts**

In the event of an **emergency**, on your rental date, please contact Cranberry Community Management at 724-799-4495; **this phone number is for emergencies only.**

**19. Clubhouse Furnishings**

(Which includes and is not limited to): The furniture in The Fireplace Room, any and all decorations and Christmas Trees. Tables & chairs provided by the Clubhouse for your event. Removal and/or displacement of the mentioned items may result in forfeiture of future Clubhouse rentals. Please be respectful of the Clubhouse and its items held within, remember your maintenance fees are used for the upkeep.

**20. No Candles and/or Balloons**

Open flame candles and/or balloons of any kind are **NOT** permitted in the clubhouse. When the clubhouse is inspected and if any balloons of any kind or melted was is found you will lose your entire security deposit.

- a. Renters shall **NOT** alter the thermostat and/or temperature setting.
- b. Use of false pretenses to rent the Clubhouse or Swimming Pool including but not limited to procuring rentals for non-home owners or for profit entities, is grounds for all deposits to be retained by the Association and shall constitute sufficient basis for the Association, at its discretion, to terminate all rental privileges of any home owner involved.
- c. Management reserves the "Right" to inspect during your event.
- d. By signing the Renter has read and agrees to all of the above information.

**\*\*\*\*\*Cameras in "Use" Inside and Outside of Clubhouse\*\*\*\*\***

**This signed page must be attached to your Clubhouse Rental Form**

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Cell Phone of Renter: \_\_\_\_\_

Cranberry Community Management Representative: \_\_\_\_\_