

## Notes about the Community Room

- The Community Room is located on the downstairs level of the Adams Ridge Clubhouse.
- The Community Room is designed to bring our Adams Ridge Community together.
- **ALL rentals must be made by an Adams Ridge resident.**
- The Community Room is designed to be able to breeze in and out for your gatherings without too much set up and clean up. The Community Room tables and chairs should be left set up on a daily basis as to not create wear and tear on the floors. We ask that you PLEASE be sure to clean around and under the tables and chairs.
- The Community Room can be rented twice in any given weekday (M-F). See below for rental information.
  - AM rental hours are 7am – 2pm and PM rental hours are 3pm – midnight.
- The Community Room is available for all day rental on the Weekend (Sat & Sun) See below for rental information.

### Community Gatherings – Monday through Friday (occasional weekends)

- In an effort to build community and use the room for such, if you want to host an event **for the benefit of the entire Adams Ridge community** (i.e. the entire community will be invited subject to availability) an Adams Ridge resident may do so without charge. Please contact [adamsridgemars@gmail.com](mailto:adamsridgemars@gmail.com) with your proposed dates and times of the event (and the type of event). The event will be shared with all Adams Ridge residents and placed on the [www.adamsridge.net](http://www.adamsridge.net) website. The Adams Ridge member will serve as the host and be responsible for the rental. This includes completing paperwork and cleanup. No security deposit will be required and no fee will be charged. Ideas include (but not limited to) card clubs, poker clubs, book clubs, wine tasting, Steelers watch party, etc.

### Personal Rental – Monday through Friday

- The Community Room can be rented twice in any given weekday (M-F).
  - AM rental hours are 7am – 2pm and PM rental hours are 3pm – midnight. You may reserve both time blocks for personal use but a fee is required for both rentals.
- The community Room may be reserved and used for any of the following (not limited too) **with a charge**.
  - If an Adams Ridge resident wants to book a monthly recurring meeting for their own personal use such as a card club or meeting group, reoccurring meetings will be allowed for a period of 3-6 months. No discount will be provided and the cancellation fee applies.
  - If an Adams Ridge resident wants to book a monthly recurring meeting for a local sports or other association, reoccurring meetings will be allowed for a period of 3-6 months. No discount will be provided and the cancellation fee applies.

### Personal Rental – Friday, Saturday & Sunday

- The Community Room is available for all day rental on the Weekend (Sat & Sun). See below for rental information. Rental hours are 7am – midnight.

The Board will review these policies surrounding the Community Room and reserve the right to adjust polices, pricing, etc with notice.

**Adams Ridge Homeowners Association**  
**Community Room Rental Form**  
**Rental Hours: 7 am to 2 pm/3 pm to 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 \$3.00 per person for a one-time use. Adult supervision will be required.

***Circle requested time***

**Community Gathering Rental:**            Monday through Friday            7 am to 2 pm    3 pm to Midnight

**Rental Fees:**    Monday through Friday                            7 am to 2 pm-\$35                            3 pm to Midnight-\$35  
                                 Saturday and Sunday                            7am - midnight \$100

**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 **Community Room 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 receipt of a confirmation email from Custom Community Management.
- All forms and checks must be signed by the homeowner and not outside agencies or 3rd parties.
- Set up prior to your rental time is NOT permitted.
- 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 open flames. Failure to comply will result in loss of “entire” deposit.
- Cancellations must be received not less than 14 days prior to your event. There are no refunds for cancellations upon less than 14 days notice.
- Reservations for Saturday & Sunday can be made a maximum of 6 months in advance.
- Renters may book the entire day 30 days or less in advance of the event. No discount for booking the entire day.

\*\*\*\*\*Cameras in “Use” Inside and Outside of Clubhouse\*\*\*\*\*

Resident Name: \_\_\_\_\_  
Rental Date or Dates: \_\_\_\_\_  
Rental Time (circle one): 7 am to 3 pm or 3 pm to 7 pm  
Type of Event: \_\_\_\_\_ Estimated Number of Persons: \_\_\_\_\_  
Pool Passes Requested (unused pool passes can be returned for a refund): \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Signature of Renter: \_\_\_\_\_ 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 \*\*\***