

HOLLY GLEN HOMEOWNERS ASSOCIATION
CLUBHOUSE RESERVATION AGREEMENT

RESERVATION DATES ARE CONFIRMED ONLY UPON RECEIPT OF APPLICATION AND DEPOSIT. A FORMAL CONFIRMATION WILL BE MAILED TO RENTAL APPLICANT AFTER RECEIPT OF APPLICATION DEPOSIT.

1. The clubhouse may be reserved by any adult resident of the Holly Glen Homeowners Association for the purpose of hosting an event.
 - a.) The reserving resident **must be present** at the said event.
 - b.) The clubhouse **will not be** reserved on a "sub-lease" basis by any resident.
- Violation of the above will result in forfeiture of deposit. In addition, the reserving resident will remain liable for damage and clean up. The key is to be returned at the end of the event (same day of the rental).
2. Reservations will be accepted on a first come first serve basis. Pool privileges do not come with the reservation of the clubhouse since swim attire and towels are prohibited in the clubhouse.
3. A lock box at the door will have a key for entry. Please contact the office **1 week** prior to your party for the combination.
4. Only 50 persons are allowed in the clubhouse at once. (This rule is in accordance with the local fire ordinances. Violation will result in forfeiture of the deposit as well as liability for any fine levied against the Association.)
5. No signs are allowed to be posted in the common area.
6. The clubhouse may not be used after 2:00 a.m. for any event. After 11:00 p.m. all doors and windows must be closed and the music turned down and contained within the building. Doors and windows should be closed whenever the heating or air condition is in use.
7. Reservations are to be made through Talis Management Group. There is a \$50.00 usage fee **payable to the Holly Glen Homeowners Association**. There will be a refundable cleaning deposit of \$200.00 payable by a **separate check to the Holly Glen Homeowners Association**. The usage fee will be used to defray the cost of the clubhouse utilities. The deposit will be returned only if the reserving resident complies in full with this agreement. Failure to comply may result in forfeiture of all or a portion of the deposit. Reservations will be firm only upon receipt of the rental fee and deposit.
8. The \$200.00 deposit will be totally refunded except under any of the following circumstances:
 - a. If damage occurs, the \$200.00 deposit will be applied toward the cost of repairs with any remaining repair cost billed to the reserving resident.
 - b. Failure to return the clubhouse in the same condition in which it was found. Please be advised that any other expenses that are above and beyond these amounts will be either held from the deposit or charged to the appropriate account.

Clubhouse Deposit Deductions

Losing the key (entire cost to re-key the locks and replace all keys)
Floors not cleaned and/or vacuumed \$25
Decorations & party items not removed \$15
Food left in clubhouse \$15
Signs posted in the common area \$25
Doors left unlocked (exterior) \$50
Doors left unlocked (balcony) \$15
Bathrooms left in poor condition \$15
Thermostat not set on proper setting \$25
Furniture not put in original location \$15
Trash not removed \$20
Kitchen counters not clean \$20
Appliances not cleaned \$10
Interior lights/fans not tuned off \$15
Key returned late \$50
Damage to furniture (entire cost to replace)
Damage to the walls & ceilings (entire cost of repair)

9. Reserved functions for persons under the age of 18 years must be chaperoned by the reserving resident. The resident will be responsible for any damage.
10. The clubhouse MAY NOT be used for personal gain by any member. The clubhouse is for the use of Holly Glen homeowners and their guests only and may not be used for functions that are "open to the public". No admission fee or charge of any kind may be levied to the guests of a private party or function. The clubhouse may not be used for private or personal fund raising events for any club or organization without the prior Holly Glen Homeowners Association's approval.
11. Parking is limited to the clubhouse area only.
12. No person under 21 years of age is allowed to consume alcoholic beverages on the premises.
13. During the winter the HEAT must be left ON, and the thermostat lowered to 55 degrees after use. During the summer, the AIR CONDITIONING must be left ON and turned to 78 degrees after use.
14. No pets are allowed in the clubhouse (with the exception of working animals).
15. Tape may NOT be applied to the walls or ceiling. Only tape may be applied to the painted trim. No tacks or staples are allowed

Sign off:

Rentee

Date

HOLLY GLEN

CLUBHOUSE RESERVATION FORM

Name: _____

Address: _____

Home Number: _____ Work Number _____

Date of Party ___/___/___ Time _____

I acknowledge I have been given a copy of the rules and regulations governing the clubhouse and I agree to abide by the rules.

Holly Glen Homeowners Association shall not be liable for any damage or injury to the Homeowner-in-use or his guests howsoever caused nor shall the Association be responsible for any accident to the homeowner-in-use or his guests. The Homeowner-in-use agrees that he will not hold the Association liable in anyway, whether such accident occurs on the common ground, on any part of the recreational facilities, parking areas, or adjacent areas.

Signature _____

Deposit Paid (\$200.00) ___/___/___ Check number _____

Fee Paid (\$ 50.00) ___/___/___ Check number _____

HOST LIQUOR LIABILITY AGREEMENT:

★MUST BE SIGNED EVEN IF NO ALCOHOL IS TO BE SERVED★

The undersigned hereby agrees to accept the Host Liquor Liability responsibility for _____
_____ (activity) held on _____ between the
hours of _____ and _____ and to hold the Holly Glen Homeowners Association, Inc. harmless.

Signature: _____

Date: _____

Return form & checks to:
Holly Glen HOA
c/o Talis Management Group
PO Box 99149
Raleigh, NC 27624

CLUBHOUSE RENTAL CHECKLIST

- RUN VACUUM ON CARPET
- SWEEP & MOP TILE FLOOR
- SWEEP PORCH & BALCONY
- PUT ALL FURNITURE BACK IN ORIGINAL POSITION
- CLEAN OUT REFRIGERATOR (IF USED) AND REMOVE ANY FOOD/DRINKS
- CLEAN MICROWAVE/COFFEE MAKER (IF USED)
- WIPE DOWN KITCHEN SINK AND BATHROOM W/DISINFECTANT SPRAY
- EMPTY GARBAGES TO OUTSIDE GARBAGE CANS AND PUT IN NEW BAGS
- REMOVE ALL DECORATIONS/PARTY ITEMS OR EQUIPMENT
- TURN OFF LIGHTS & RADIO
- TURN OFF DECK FAN SWITCHES
- CLOSE/LOCK ALL WINDOWS & BOTH FRONT & BALCONY DOORS
- RESET THERMOSTAT TO PROPER TEMPERATURE
- RETURN KEY TO CODE BOX ON POST

(Renters must complete *entire* checklist at the end of their rental time stated on the contract to ensure full refund of rental deposit.)

THANK YOU FOR YOUR COOPERATION

-HOLLY GLEN HOA-

Cleaning supplies are provided under the sink. Vacuum, mops, broom, and paper towels are located in the room located behind the kitchen prep area.