

DANVILLE STATION HOMEOWNERS ASSOCIATION CLUBHOUSE RENTAL POLICY

A Danville Station homeowner of age 21 or over whose dues and assessments are current may rent the clubhouse. A written reservation request must be submitted to the association office with the appropriate security deposit. This will hold your reservation. Two weeks prior to the rental date, a check must be submitted to the association office for the rental fee along with a copy of your insurance showing Danville Station as the insured. If you cannot get coverage from your own policy, we can assist you with a one-day policy. Contact the office for proper forms.

With Board of Directors approval, the security deposit will be returned in full within 10 days providing the facilities have been left in order as outlined in your written rental agreement. Should the facilities require repair, such work will be done at a minimum charge of \$50.00, and it can be more depending upon the skill required. Any conflict pertaining to the withheld security deposit may be brought to the attention of the Board of Directors.

The manager and the Board reserve the right to refuse the use of the clubhouse facilities to anyone.

Capacity

While the maximum number of persons allowed in the facility is **150**, the clubhouse is restricted to **60** persons for any function where the main floor is obstructed by tables and chairs. Doorways must not be obstructed.

Misrepresentation

ANY misrepresentation of rental activity, function or number of persons in attendance, as well as undesirable conduct or improper use, will constitute forfeiture of the security deposit.

DANVILLE STATION CLUBHOUSE USE SPECIAL WEDDING INFORMATION

When you rent the clubhouse for a wedding or wedding reception, your fee includes a full days use, janitorial service after the use, and the tables and chairs to see 100 people. An additional option to renters is the use of the clubhouse the day before the party for set up and/or the day after the party for take down for an additional cost of \$100 per day. You may also use the outdoor grass area north of the swimming pool as a ceremony site.

Payment and Cancellation Policy for Weddings

Your \$500 security deposit will hold your reservation. **60 days** prior to the rental date, a check must be submitted to the association office for the rental fee.

Cancellations made less than 60 days before the rental date will result in a forfeiture of the security deposit. Cancellations more than 60 days prior to the rental date will forfeit half of the security deposit.

Again, with Board of Directors approval, the security deposit will be returned in full within 10 days providing the facilities have been left in order as outlined in your written rental agreement. Should the facility require repair, such work will be done at a minimum charge of \$50.00 and could be more depending upon the skill required. Any conflict pertaining to the withheld security deposit may be brought to the attention of the Board of Directors.

Contact the management office with any further questions at the number below.

DANVILLE STATION HOMEOWNER ASSOCIATION
RENTAL AGREEMENT

The Danville Station Homeowner Association clubhouse facility is requested for use under the terms and conditions set forth.

Name of Renter _____	Address _____
Date of Use _____	Phone Number(s) _____
Time of Activity _____	Type of Activity _____
Number of Persons to Attend _____	

CHARGES

Security Deposit _____	Received _____	Check # _____
Rental Fee _____	Received _____	Check # _____
Day before set-up _____	Received _____	Check # _____
Day after take down _____	Received _____	Check # _____

LIABILITY

- Renters must 1) provide liability insurance coverage for a **minimum of \$500,000, naming DSHOA as an additional insured**
OR
2) purchase liability coverage through Diversified Risk, which can be done at the management office of Homeowner Association Services. The management office will do all paperwork. Diversified Risk Brokers handle all aspects of coverage.

INDEMNIFICATION

I, the undersigned, in the event alcoholic beverages are served, sold or allowed to be brought into the clubhouse during my rental possession, hereby agree to indemnify Danville Station Homeowner Association and hold it harmless for responsibility from any damages or personal injury that result from activities carried on during the rental of the clubhouse by me or the organization that is specified. Should the Association be sued or any legal claim made as a result of the presence of alcohol, I agree to pay all legal defense costs involved in such an action, and to pay any damages that are judged against the Association, if that occurs. Alcohol will _____ will not _____ be served at this function.

CLEANING AND DAMAGE

The management reserves the right to retain all or part of the cleaning and damage deposit necessary to restore the premises to the condition in which they were found prior to the rental period, and/or collect any additional amounts necessary for the same. It is also agreed that an Association's Manager, security, or any other elected Association official may at any time terminate any group's activities or use of the facilities for conduct that is deemed undesirable or improper and contrary to the rules and regulation for use of said facilities. **Misrepresentation of activity, function or number of persons in attendance shall result in forfeiture of security deposit.**

Having read and understood the contents of the Agreement, which includes the Clubhouse Rental Policy, Facility Use Procedures and Conditions, and Alarm Use, copies of which I have received, the undersigned hereby agrees to abide by their terms and conditions.

Signature _____	Date _____
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FACILITY USE PROCEDURES AND CONDITIONS

USAGE

1. Primary use of the clubhouse shall be for community functions and activities sponsored in part or whole by the Danville Station Homeowners Association (DSHOA). When the clubhouse is not in use for the DSHOA programs, the clubhouse can be rented to members and non-residents for private functions and parties.
2. This rental agreement pertains only to the clubhouse, as no other facilities are included.
3. A Danville Station homeowner whose dues and/or assessments and/or finds are current may rent the clubhouse and must be in attendance at all times during the rental.
4. A non-resident renter must be at least 21 years of age and in attendance at all times during the rental.
5. Tenants living in Danville Station must provide a letter to be kept on file from the owner stating that permission is granted for clubhouse privileges.

RESERVATIONS, INSURANCE, AND REFUNDS

1. No reservation shall be considered binding until a rental agreement has been signed and the required security deposit is paid.
2. **FOR WEDDINGS**, your rental fee must be paid in full **60 days** prior to the rental date. Cancellations of less than 60 days will result in forfeiture of the security deposit. Cancellations more than 60 days prior to the rental date will result in forfeiture of half of the security deposit.
3. Remember, Danville Station must be named as additional insured on the renters or homeowners insurance policy rider provided by the renter or purchased by the renter as stated on the rental contract page. The certificate must be on file at the management's office prior to keys being issued to you.
4. The security deposit refund will be mailed within 10 days.
5. The rental day is normally 8:30 am to 12:00 midnight. **MUSIC MAY NOT BE PLAYED AFTER 11 PM**. The doors must be secured, the keys must be deposited in the office door slot, and the premises must be vacated by midnight. **NO EXCEPTIONS!!**

RESPONSIBILITIES AND RESTRICTIONS

1. Fire safety restricts building capacity to 60 persons for dining or a number that keeps exits unobstructed and 150 maximum persons for any function.
2. **NOISE**: please keep noise to a moderate level; ensure music is kept to a reasonable level.
3. **NO SMOKING** is permitted in the building and use of the ash urn provided outside the back door is required. Fire extinguishers are mounted in the kitchen and in the hallway near the restrooms.
4. Do not throw anything in the fireplace. The key and matches for this gas fireplace should be on the mantel or hearth or in a kitchen drawer. Caution is stressed.
5. No large buckets for ice or beer kegs should be placed on the floor inside the clubhouse. Protect outdoor surfaces from excessive moisture as well.
6. You are required to empty **ALL** trash and waste cans into the dumpster in the service parking lot. All cans must be relined as you found them. Bags are provided in the kitchen. Knock down all large cartons before throwing them into the dumpster. **ALL TRASH MUST BE INSIDE THE DUMPSTER!**
7. Janitorial service is provided for interior clean up only. The exterior grounds are renters responsibility. You must patrol the grounds for any trash and clean it up. If you post any directional signs in the vicinity of the clubhouse and/or on Danville streets, **YOU MUST REMOVE THE SIGNS!**

8. It is preferred that renters do not rearrange the furniture, but if it is done, furniture must be returned to its original location.
9. No upholstered furniture is to be moved outside.
10. Tables and chairs must be wiped clean prior to stacking and storing away per posted signs. LIFT tables and chairs...DO NOT DRAG across the floor.
11. **Masking tape and string are the ONLY ACCEPTABLE means of affixing decorations. Glitter, confetti, rice, bird seed and silly string are expressly forbidden in or around the clubhouse, grounds, or parking lots. Any such use will result in a \$50.00 charge.**
12. Helium balloons left behind will be charged at a minimum of \$25.00 or \$5.00 per balloon removed, whichever is greater. These can set off the motion detector/alarm.
13. All items brought in by the renter must be removed the day of rental unless you are paying for an additional day to set up or take down. Arrangements for delivery and pick-up of any large equipment must be arranged with the Property Administrator.
14. It is understood by the renter that the side parking lot adjacent to the clubhouse is a **SERVICE PARKING LOT ONLY** and is not to be used for guests. The iron gate allowing access to this area must be **LOCKED AND CLOSED AT ALL TIMES.** DON'T FORGET TO PUT YOUR VEHICLES OUTSIDE THE GATE AND LOCK IT BEFORE RETURNING THE KEYS TO THE OFFICE SLOT. Vehicles in this area must remain on paved surfaces. ANY lawn, sprinkler or other damage will be charged to the renter.
15. Do not allow anyone to climb into the upstairs window wells-DANGER-sensitive alarm equipment could be damaged.
16. Lost clubhouse key set will result in a \$250.00 charge to the renter.
17. Accidental alarms should be reset immediately by using the 4-digit code given to you by the Property Administrator. Call Denelect Alarm at 935-2680 to inform them there has been a false alarm.
18. Please give directions to the clubhouse to your guests and do not provide them with the office phone for that purpose.

LIABILITY

1. Liability is **NOT** limited to the amount of the security deposit.
2. The minimum charge for any repair is \$50.00. Additional charges for labor or materials will be billed as incurred.
3. A minimum fee of \$50.00 each will be charged for the following:
 - Damages
 - Alarm sounding requiring response
 - Use of glitter, confetti, rice, bird seed, etc.
4. A minimum fee of \$25.00 will be charged for the following:
 - Appliances not turned off
 - Improper storage of furniture
 - Failure to remove balloons and decorations
 - Furniture not returned to position
 - Alarm not activated
 - **SIGNS POSTED IN THE NEIGHBORHOOD NOT REMOVED**
5. A minimum fee of \$250 will be charged for a lost key set.

Your initials here show you have read the previous three pages._____

I have reviewed this information and agree I will accept all charges for any violations which occur.

Signature

Date