

Fenwick Homeowners Association (HOA)
16801 Fenwick Blvd, Edmond OK 73012

CLUBHOUSE RENTAL INSTRUCTIONS and CONTRACT

The Fenwick HOA clubhouse is available for personal parties for all Fenwick residents in good standing at a cost of \$75.00 per day Mon-Thurs, \$100 per day, Fri-Sun and all holidays, and \$150 per day for commercial events (i.e., events where products are sold or formal business is conducted).

NOTE: The pool area is not available for private parties. Your rental is for the Clubhouse area only. During the pool season, you will be sharing the restrooms with patrons at the pool. It is prohibited to take your private Clubhouse party to the pool area at any time.

The following contractual agreement must be signed and returned with the rental fee(s) and a separate check for the \$100 security deposit in order to reserve your rental date. Your cleaning/security deposit check will be shredded if the criteria on the following checklist is met. Residents may be assessed an additional clean-up fee of up to \$200 or more if the clubhouse is not properly cleaned. Rental privileges may be revoked until the fee is paid in full. Please make your checks payable to Fenwick HOA with the reservation date noted on the check. Deposit your rental agreement forms and checks in the rentals box near the front door of the clubhouse if your requested date is available it will be blocked at that time. Either way (available or not) you will be contacted after our Clubhouse manager receives your paperwork. Notification of cancellation must be done 72 hours prior to your event to receive a full refund.

The clubhouse lockbox code where the key is kept (hanging on the pool gate) will be provided to you by CCMS no later than the morning of your event (by 8:30 a.m.). The post reservation inspection will be conducted by CCMS prior to any other event being held in the clubhouse. You will have the opportunity to correct any problems and avoid forfeiture of your deposit IF CCMS can reach you to make the necessary corrections prior to the next event. The key must be returned to the clubhouse rentals box near the front door on the outside of the clubhouse or placed back in the lockbox immediately following your event. Late key returns may be assessed a \$25 fee per day.

All renters and adult guests attending your event are responsible for overseeing their children. Debris or rock throwing in the parks, ponds, or pool **SHALL NOT BE TOLERATED** and shall be cause for an immediate fine levied on the Fenwick homeowner.

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IMPORTANT:

ACTS OF GOD AND NATURE: Fenwick HOA Board of Directors and Community Care Management Services (CCMS) are not responsible for acts of God or nature. If the resident cancels their reservation due to inclement weather and rescheduling the event is desired it will be dependent upon availability; there are no guarantees of future availability or preferential treatment if your event is cancelled due to inclement weather. However, since weather is unpredictable, in those cases of severe inclement weather, the 72 hour notice will be waived and a full refund shall be given.

LIABILITY for damage(s) to the premises shall be charged accordingly. Fenwick Homeowners Association (HOA) does not assume responsibility for loss or damage to property brought onto the premises. Be sure to take appropriate precautions to protect your property. The Association Board of Directors reserves the right to close a function at any time in order to maintain safety for all of our residents and to avoid destruction of Association property (clubhouse, pool, park, ponds, etc).

The Fenwick clubhouse is located in a residential area near several privately owned homes. When renting the clubhouse the peace and quiet of the neighborhood shall be properly respected. Loud and continuous disturbances are a violation of the Fenwick Covenants and Restrictions and shall not be tolerated. If the peace and quiet of the neighborhood is disturbed you will be requested to lower the volume of loud music or the noise level of your guests. The noise level of your music and behavior of your guests shall be monitored by you at all times during your event. If your use of the facilities continues to violate the peace and quiet of the neighborhood and your guests continue to become overly loud, are drunk or disorderly endangering the safety of any resident or their guests, or if any behavior results in the destruction of Fenwick property, the police shall be called to enforce the law. In cases where safety is jeopardized or destruction of property is eminent, the Fenwick Homeowners Association (HOA) Board of Directors reserves the right to immediately shut down the clubhouse, at which time you shall be asked to leave. Failure to vacate the premises shall constitute trespassing and may result in removal from the facility by security personnel, on-duty or off-duty police, whose services have been retained by the Association Board of Directors. Refusal to immediately comply may also result in later notification that as a minimum, your privileges to rent the clubhouse in the future shall be temporarily (1 year or longer) or permanently revoked.

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COMMUNITY CLUBHOUSE RENTAL QUESTIONNAIRE

Fenwick Resident must sign this Questionnaire and the Rental Contract

1. Owner/Resident (Member of Fenwick HOA)

Name _____
Address _____
City, State _____ Zip _____

Phone CONTACT INFO:

Home: _____ Work: _____ CELL: _____

E-mail: _____

2. Date Requested:

1st choice: _____ 2nd choice: _____

3. Type of event to be held at the Clubhouse: _____

4. Approximate Number of people expected to attend (note – clubhouse maximum
occupancy is 65 inside at any one time): _____

5. Will you be the individual holding the event? Yes _____ No _____

If no, please explain: _____

6. Will a donation or cover charge be collected at the door? Yes _____ No _____

Signature of Owner/Resident

DATE

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COMMUNITY CLUBHOUSE CLEAN-UP CHECKLIST

EVERY HOMEOWNER IS RESPONSIBLE FOR CLEANING UP AFTER THEIR EVENT(S) – PLEASE LEAVE THE CLUBHOUSE AS CLEAN AS YOU FIND IT SO THE NEXT HOMEOWNER CAN ENJOY IT TOO (AND TO INSURE A 100% REFUND OF YOUR DEPOSIT!).

IMPORTANT: PLEASE PUT ALL CHAIRS AND TABLES BACK EXACTLY AS YOU FOUND THEM!

KITCHEN (if used)

___ Discard all food

___ Remove all garbage **to the corral in the parking lot.**

___ Wipe down all countertops using Clorox Clean Up or bleach wipes (under the kitchen sink).

___ **Sweep and mop kitchen floor** (PINE SOL is in the main room closet – mop bucket is under the men's rest room counter – you can fill the mop bucket in the shower).

___ Clean oven, stove, microwave, sink, and refrigerator.

BATHROOM & HALL

___ **Clean sink and countertops** using paper towels and Clorox Clean-Up (spray bottle under kitchen sink)

___ **Clean toilets** using Lysol cleaner and toilet brush (under counter in women's restroom). If desired, latex gloves can be found in the lifeguard room behind the kitchen.

___ **Clean the mirrors** using Windex and paper towels (Windex is under the kitchen sink – paper towels are in rest room dispensers).

___ **Mop the hall and restroom floors.** PINE SOL is in the main room closet – mop bucket is under the men's restroom counter – you can use the shower water to put an inch or so of warm water in the mop bucket – then add some Pine Sol – dump the dirty mop water down the shower drain and store the mop bucket back in the men's room. If patrons are in the Clubhouse, mop around the mats (**DANGER: floors are slippery when wet!**).

MAIN ROOM:

___ Wipe all tables down using Clorox wipes under the kitchen sink or in the main room closet.

___ Fold all tables and chairs and put them away the way you found them!

- ***PLEASE STACK THE BROWN CHAIRS IN CARTS (AS MANY AS POSSIBLE)***
- ***FROM LABOR DAY TO MEMORIAL WEEKEND (WHEN THE POOL IS CLOSED) STORE CHAIRS AND TABLES IN THE MAIN ROOM OR IN SHOWERS/RESTROOM.***

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• ***ALERT! PLZ DO NOT BLOCK THE HALLWAY OR REAR EXIT WITH TABLES & CHAIRS!***

• ***FROM MEMORIAL WEEKEND TO LABOR DAY (SUMMER WHEN THE POOL IS OPEN) STORE ALL TABLES AND CHAIRS IN THE MAIN ROOM ONLY PLZ – THANK YOU!***

>> IF YOU NEED TO REMOVE THE CHAIR CARTS DURING YOUR EVENT YOU CAN ROLL THEM OUTSIDE PATIO ACROSS FROM THE WATER FOUNTAIN AGAINST THE FENCE).

- ___ Vacuum carpets (vacuum sweeper is in the main room closet)
- ___ Please use carpet cleaner if necessary to clean up spills
- ___ Conduct inventory prior to and after event: Main room is 30' x 30'
 - 50 brown plastic folding chairs
 - 16 white plastic folding chairs
 - 8 rectangle tables, ~71" long
 - 4 round tables, ~60" in diameter
- ___ Remove all personal decorations
- ___ Use Windex under kitchen sink to spot finger prints on window and doors!
- ___ Turn off all lights
- ___ Set air conditioner in summer to 78 and in winter set heat to 50 degrees when finished.

PLACE ALL GARBAGE IN TRASH BAGS (additional trash bags are provided); PLACE **TRASH BAGS INSIDE CANS IN CORRAL IN THE CLUBHOUSE PARKING LOT** AND PUSH TRASH DOWN ALLOWING THE LIDS TO CLOSE COMPLETELY!

Please have guests enter and exit from the **front** clubhouse door. Please double check the front door after your event; if the pool is closed also check the back door to deck (at the end of the hall past the restrooms). ALL doors must be locked and secured. **Your security deposit will be forfeited for ANY door left open or unlocked.**

PLEASE RETURN THE CLUBHOUSE KEY TO THE LOCKBOX WHERE YOU RETRIEVED IT USING YOUR RETRIVAL CODE – THANK YOU!

IF ANY OF THE ABOVE ITEMS ARE NOT DONE SATISFACTORILY IT SHALL, AS A MINIMUM, RESULT IN THE LOSS (OR PARTIAL LOSS) OF THE SECURITY/CLEANING DEPOSIT AT THE DISCRETION OF THE CLUBHOUSE MANAGER!

RENTER: _____ **MANAGER:** _____

For problems or questions prior to or during your event, please contact Debi Franklin, Community Care Management Services (CCMS), CELL: 410-4048.