

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

CLUBHOUSE RENTAL INSTRUCTIONS and CONTRACT

The Fenwick HOA clubhouse is available to all Fenwick residents in good standing for personal parties at a cost of:

- \$75 per day, Monday through Thursday
- \$100 per day, Friday through Sunday and all holidays
- \$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. It is prohibited to take your private Clubhouse party to the pool area at any time. During the pool season, you will be sharing the restrooms with patrons at the pool.

The following contractual agreement must be signed and returned with the rental fee(s) and a separate check for the \$200 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 the Clubhouse Manager receives your paperwork. Notification of cancellation must be done 72 hours prior to your event to receive a full refund.

The clubhouse door entry code will be emailed to you by Clubhouse Management no later than the morning of your event (by 8:30 a.m.). The clubhouse shall remain locked at all times when it is not in use. The post-reservation inspection will be conducted by Management prior to any other event being held in the clubhouse. You may have the opportunity to correct any problems and avoid forfeiture of your deposit IF Management can reach you to make the necessary corrections prior to the next event.

Smoking and pets are not permitted in the clubhouse. 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 The Property Center 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 HOA 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 therefore 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.

FENWICK CLUBHOUSE MANAGEMENT CONTACT:

Carrie Shockley fenwickcommunity@gmail.com Phone: (405) 355-2500

Facility pictures and a list of tables/chairs inventory available at
http://fenwickcommunity.org/?page_id=108

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CLUBHOUSE RENTAL CONTRACT

This Agreement between Fenwick Homeowners Association and _____, a member of the Association, establishes the conditions and requirements for rental of the community clubhouse.

Upon approval of your requested date and at the time this agreement is signed and returned to the Association, member will pay a fee of:

- ☐ \$75 per day on Monday through Thursday
- ☐ \$100 per day on Friday, Saturday, Sunday and holidays, or
- ☐ \$150 per day for a commercial reservation

for use of the Fenwick HOA Clubhouse on the agreed-upon date. The member shall also pay a \$200 security/cleaning deposit at the time of the reservation (please provide separate checks).

Anyone renting the Clubhouse must be a member in "good standing" of the Fenwick Association; this includes being paid up-to-date on Association dues and no outstanding fines. If the member cancels their reservation at least 72 hours in advance, they will be refunded their entire rental fee and security deposit. Any cancellation less than 72 hours in advance will result in a loss of the rental fee. If a member rents the clubhouse on behalf of a non-member, the member must be present for the entire event. The member assumes full responsibility and liability for any damages to the Clubhouse or surrounding property which results from the actions of the member or their guests.

Rental of the Clubhouse does not include the use of the swimming pool or the pool area.

The member further agrees that a security deposit of \$200 shall be due at the time of reservation approval to insure the premises are cleaned and deemed satisfactory by Clubhouse Management or a designated Association official and that the key is returned to the rental box near the front door of the clubhouse immediately following the rental. The clubhouse event must end and guests must be out of the clubhouse no later than 1:00 a.m. However, the renter may clean the clubhouse until 2:00 a.m. The attached Clubhouse checklist will be used to determine satisfactory conditions, and shall be deemed a part of this contract. **Renter shall successfully complete all cleaning before leaving the Clubhouse** unless other arrangements are made with Clubhouse Management. An inspection of the premises shall be conducted prior to the next rental, but not later than 24 hours following the use of the Clubhouse. **Following a successful inspection** and return of the clubhouse key, the deposit check shall be shredded by Clubhouse Management.

Any repair costs or additional cleaning expenses incurred by the HOA shall be billed to the Member. The HOA reserves the right to suspend rental privileges and collect the money for such repairs to the fullest extent authorized by the community documents including utilizing collection services and the creation of a lien against the Member's property.

Member Signature

DATE

Signature of Agent for Fenwick HOA

DATE

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CLUBHOUSE RENTAL RESERVATION REQUEST

Fenwick Resident must sign this form and the Rental Contract

1. Owner/Resident (Member of Fenwick HOA)

Name _____

Address _____

City, State _____ Zip _____

CONTACT INFO:

Home Phone: _____ Cell Phone: _____

E-mail: _____

2. Date/Time Requested:

DATE: 1st choice: _____ 2nd choice: _____

TIME: Scheduled Event Time: _____ a.m./p.m. to _____ a.m./p.m.

Access needed: _____ a.m./p.m. to _____ a.m./p.m.

(include time before and after event for setup and cleaning)

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 hosting 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

To complete your reservation request, drop the following items in the rental box on the wall near the Clubhouse front door:

- 1) Reservation Request form
- 2) Signed Rental Contract
- 3) Payment check for rental fee (\$75/day Mon – Thurs.; \$100/day Fri – Sun.)
- 4) Payment check for \$200 security deposit

You will be notified as to whether your requested date is confirmed.

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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 FOUND IT SO THE NEXT HOMEOWNER CAN ENJOY IT TOO (AND TO ENSURE A 100% REFUND OF YOUR DEPOSIT!).

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

KITCHEN (if used):

- ___ Discard all food
- ___ Remove all garbage **to the dumpster 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 restroom 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 pool mats 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!

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- ***PLEASE STACK THE BLACK CHAIRS IN CARTS (AS MANY AS POSSIBLE)***
- ***STORE CHAIRS AND TABLES IN THE MAIN ROOM OR IN RESTROOM SHOWERS. DURING POOL SEASON DO NOT PLACE IN SHOWERS.***
- ***DO NOT BLOCK THE HALLWAY OR REAR EXIT WITH TABLES & CHAIRS.***
- ***IF YOU NEED TO REMOVE THE CHAIR CARTS FOR YOUR EVENT ROLL THEM TOWARD THE BATHROOMS AND OUTSIDE TO THE BACK DECK AGAINST THE IRON FENCE, ACROSS FROM THE WATER FOUNTAIN.***

- ___ Vacuum carpets (vacuum 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 black plastic folding chairs
 - 16 white plastic folding chairs
 - 8 rectangle tables, ~71" long
 - 3-4 round tables, ~60" in diameter
- ___ Remove all personal decorations, including tape or other items used to attach decor
- ___ Use Windex under kitchen sink to spot finger prints on windows and doors
- ___ Set air conditioner in summer to 78 and in winter set heat to 50 degrees when finished
- ___ Turn off all lights, lock front door

- ___ PLACE ALL GARBAGE IN TRASH BAGS (additional trash bags are provided);
- ___ **PLACE TRASH BAGS INSIDE DUMPSTER IN CORRAL IN THE CLUBHOUSE PARKING LOT** AND CLOSE DUMPSTER LID WHEN FINISHED.

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 the 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.

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

RENTER: _____ **MANAGER:** _____

THANK YOU!!