

Trinity Lake Clubhouse Application & Rental Agreement

Reservation Refundable Security Deposit (\$100) Rental fee (\$75) & Cleaning Prepayment (\$50)

Renter's Name: _____ Renter's Address: _____

Phone: Home _____ Work/Cell: _____

Email: _____ Prepayment for cleaning \$50: Yes _____ No _____

Date Requested _____ Type of Event _____

Use of Easel for Decorations Needed: Yes _____ No _____

Hours of Use (set up and clean up time) _____ To _____

Is Alcohol to be served? Yes _____ No _____ If yes, I understand that I am responsible for complying with all Federal, State and County laws governing alcohol and the attached Alcohol Policies for Clubhouse Rental.

I certify that I have received and read the accompanying **Trinity Lake Clubhouse Rental Policies, Alcohol Policies for Trinity Lake Clubhouse Rental and Clean-up Policies for Trinity Lake Clubhouse Rental**. I, the undersigned, do hereby agree that **I will abide by the policies governing the use of this facility and will be responsible for any damages to the facility, furniture, or equipment caused by the occupancy of our group to the premises. I understand that in order to be in good standing my Homeowner Assessment Dues must be paid in full prior to scheduling an event.** I understand that any damages to the facility will be billed to the **association member/homeowner**, and if such charges are not paid within seven (7) days of notification of costs and repairs, loss of Clubhouse privileges will result, and the Association will bring a lien or court action against me. I understand that damages will be documented by digital pictures and will remain as part of my record. I further understand that these pictures will be utilized to provide visual evidence to support any legal action if necessary to recover cost for damages.

Signature of Homeowner Date

Calls to request/inquire about reservations should be made between the hours of 10:00 a.m. and 8:00 p.m. Monday through Friday. Please contact Burma Shipman at (336)697-1129.

Please return completed Application and Rental Agreement to Burma Shipman with a check made payable to:

Trinity Lake Homeowners Association
c/o 4254 Harbor Ridge Drive
Greensboro, NC 27406

Return Reservation Confirmation Notice
Date requested is available to homeowner Yes _____ No _____

Request Approved _____ Request Denied _____
(Homeowner agrees to comply with all the following general information and rules to reserve the Trinity Lake Clubhouse.)

Trinity Lake Clubhouse Rental Policies

1. To consider a reservation firm a payment of Reservation Refundable Security Deposit (\$100) & Rental fee (\$75) should be made immediately. Please submit payment not later than 30 working days in advance of the reservation date. Payment may be submitted by utilizing one of the following payment options: Personal check, money order, or cashier's check. Note: Reserving your date without payment doesn't guarantee your reservation outside of the period of 30 working days. The Club House is subject to be released to other owners for use based on request and payment.

A reservation made within **10 days** or less is considered firm if payment of Reservation Refundable Security Deposit (\$100) & Rental fee (\$75) must be made immediately. Please submit these within **five (5) working days** in advance of the reservation date. Payment may be submitted by utilizing one of the following payment options only: Money order or cashier's check.

2. The Trinity Lake Clubhouse address is 4347 Clovelly Drive, Greensboro, North Carolina 27406. The area to be rented (hereinafter referred to as the "**Rental Area**") shall include the great room, foyer, meeting room, kitchen, restrooms, grills, and outside patio. **THE TRINITY LAKE CLUBHOUSE IS A SMOKE FREE FACILITY!**

3. Any Trinity Lake Property Owner in good standing can reserve the Rental Area for private use (hereinafter referred to as the "**Renter**"). Only adults (over the age of 21) can be a Renter. If a resident/owner is younger than 21 years of age and wishes to rent the clubhouse facilities, the reservation and rental agreement must be completed by an adult resident, who must agree to be present at all times and be responsible for all activities.

4. The Renter or any guests may NOT charge admission, sell food or drink, or turn the rental into a commercial event in any manner.

5. The maximum occupancy permitted in the Rental Area at any one time is 165 people, as determined by City and/or Local fire codes.

6. The Refundable Security Deposit and Rental Fee must accompany the completed rental application. All rental payments must be made payable to the **Trinity Lake Homeowners Association**. If the check for the rental fails to clear the bank, a \$35.00 NSF fee for the returned check is charged. The Trinity Lake Clubhouse may only be reserved again with a cashier's check or money order. **The checks for the rental fee and Security Deposit will be deposited within three (3) days of receipt.**

7. The Renter signing the rental agreement **MUST BE PRESENT** at all times during its use. When visiting the Rental Area, contracted caterers, florists, musicians, and others **MUST** be accompanied by the Renter or their agent before and after the rental period.

8. The Renter and guests should park only in the parking lot adjacent to the Trinity Lake Clubhouse or on Clovelly Drive immediately in front of the Trinity Lake Clubhouse. Vehicles parked otherwise may be towed away at the vehicle owner's expense.

9. The Renter is responsible for the behavior of guests, who are to be under the direction and control of the Renter. This is a residential community; and boisterous behavior before, during or when departing the Rental Area should be minimized. Any infractions or disturbances created as a result of the rental activity, and which require police authorities to respond and/or take action, shall be considered a violation of these rules and will result in forfeiture of the total deposit plus additional charges or fines which may be levied. **The Guilford County Noise Ordinance takes effect at 11:00 pm.**

10. Rentals must end no later than 12:00 a.m. and all guests should be gone by that time.

11. In the case of a severe incident or damage, the Association reserves the right to restrict or refuse future use of the Trinity Lake Clubhouse to the resident(s) signing the rental agreement. Restrictions on future use can extend to any other Trinity Lake residents that might be involved in an incident.

12. The Renter assumes FULL responsibility for any damage done to the Rental Area, its contents, or the surrounding common area. The Renter shall hold the Association harmless from, and indemnify the Association for, any claims against the Association for any and all damages, including reasonable attorney's fees and court costs suffered by the Association.

13. Damages to the Trinity Lake Clubhouse or any contents thereof will be deducted from the security deposit to repair or replace damaged property. If the deposit is insufficient to cover damages and/or cleaning costs, the Renter will be billed directly. The security deposit is to cover both damages to the building and inventory, along with ensuring that all areas used can be cleaned with the funds provided. Should it be necessary to hire an outside contractor for any cleaning, repairing or replacement shall be within the sole discretion of the Board of Directors of the Homeowners Association.

14. The Board of Directors, its agent, and the Trinity Lake Clubhouse coordinator/committee reserve the right to restrict access to any or all portions of the Trinity Lake Clubhouse at all times.

15. Pets are not allowed in any area of the clubhouse, unless they are certified as an aide for a disabled guest.

16. Temporary decorations MUST NOT be nailed, taped or tacked to any painted surfaces, windows, fans or doors. Tape applied to painted surfaces will remove the paint and will cause a charge to be assessed for repair. The easel is available for use to post signs and/or decorations.

17. Any violation of these rules can result in the forfeiture of part or all the of the security deposit. This is in addition to any other remedy available to the Association, including the filing of a lien for any costs or damages suffered by the Association.

I acknowledge that I have read the preceding **Trinity Lake Clubhouse Rental Policies** _____ (please initial)

Alcohol Policies for Trinity Lake Clubhouse Rental

1. Renter assumes full responsibility of alcoholic beverages that are served on the premises. The use of any alcoholic beverages must be confined to the great room and the kitchen only and must be in accordance with State and Local Laws.
2. Renter must obey all of the Trinity Lake rules, as well as all state and local alcohol regulations. Renter assumes responsibility of fines or actions should those laws be violated.
3. Alcoholic beverages shall not be sold under any circumstances. North Carolina Law prohibits charging for admission or a ticket in conjunction with a function that serves alcoholic beverages.
5. No one under the age of 21 can serve, be served or consume an alcoholic beverage.
6. An intoxicated guest shall not be permitted to drive.
7. No one who is intoxicated is to be served an alcoholic beverage.
8. Renter assumes full responsibility of the conduct of the guests when alcohol is served.
9. **Any violation of the Alcohol Policies for Trinity Lake Clubhouse will result in forfeiture of the entire security deposit.**

I acknowledge that I have read the preceding **Alcohol Policies for Clubhouse Rental** _____ (please initial)

Clean-Up Policies for Trinity Lake Clubhouse Rental

1. It is the responsibility of the Renter to ensure that the Rental Area and surrounding Common Area are left in the same condition as they were before the event. All trash, food and temporary decorations must be removed, and the restrooms left clean. Tables, chairs, counters, windows and floors must be in such condition that the clubhouse is ready for the next use. The Rental Area and restrooms must be returned to the original condition no later than the ending time as designated on the approved rental contract.
2. The Renter shall complete the annexed **Trinity Lake Clubhouse Preservation Checklist** and place it in the Designated Box at the Trinity Lake Clubhouse at the conclusion of the rental period. The Renter is responsible for completing ALL items of the **Trinity Lake Clubhouse Preservation Checklist**.
3. A separate **Pre-Rental Walk-Thru Checklist** document (annexed hereto) is available for renters who wish to make note of imperfections or problems within the Rental Area for which they do not wish to be held accountable.
4. After a rental, the security deposit will be refunded or applied in whole or in part (see fee schedule below) to restore the Rental Area to its original condition. The condition of the Trinity Lake Clubhouse after use is determined by the Trinity Lake Homeowners Association Board or Designated Volunteer(s). This determination must be made within 48 hours of the beginning time of the rental or prior to the next rental if the next rental is before the expiration of this 48 hour time period. The Renter has the right to be present during the inspection or may forfeit the right to protest any withholding of the deposit and/or extra charges.
5. The cost of cleaning or repairing the clubhouse and/or adjacent common areas, as result of use by the Renter or guests, which exceeds the amount of security deposit, shall be assessed directly against the Renter. The Renter consents that the assessment, together with any reasonable attorney fees, court cost, and/or collection costs, shall constitute a lien against the owner's property.
6. In lieu of complying with these Clean-Up Policies for Trinity Lake Clubhouse Rental, the renter may elect to pay an upfront amount of \$150.00 for the cost of cleaning the Trinity Lake Clubhouse in advance. This amount represents the cost of an independent contractor to clean the Trinity Lake Clubhouse after the renter's event. This option must be made with the submission of the Trinity Lake Clubhouse Application and Rental Agreement.
7. A renter may file an appeal of the Denial Notice withholding all or part of the Reservation Security Deposit for violations of any of the policies contained herein. Any such appeal shall be submitted in writing to the Trinity Lake Association Board within three (3) days of receipt of the Denial Notice. The appeal shall be placed in the Designated Box at the Trinity Lake Clubhouse with an email notification to the Board contact person.
8. Copies of the Pre-Rental Walk-Thru Checklist, Trinity Lake Clubhouse Preservation Checklist and Denial letters will be retained in the Clubhouse office and will be available for inspection (with personal information of the renter redacted) upon request by a homeowner.

I acknowledge that I have read the preceding **Clean-Up Policies for Trinity Lake Clubhouse Rental**

_____ (please initial)

Pre-Rental Walk-Thru Checklist

A pre-rental walk thru will be conducted with you to go over the check list to insure that the Club House is in order before your use. You must contact the Chair of the Maintenance Committee or the Board Representative to schedule your walk thru. (An updated contact list is attached for your information). If you fail to schedule the pre-rental walk thru you will be responsible for insuring that items on the **Trinity Lake Clubhouse Preservation Checklist** are completed after your rental.

1. _____ All kitchen counters and tabletops (including glass table tops) were wiped clean.
2. _____ All Furniture in original position.
3. _____ Area rug vacuum and kitchen and bathroom floors clean.
4. _____ Bathroom toilets, counters, and sinks were clean.
5. _____ Hardwood floors clean with no visible scratches or damages.
6. _____ Front of kitchen appliances, cupboards, sink etc. was wiped clean.
7. _____ Oven, Dishwasher and Microwave was clean.
8. _____ Door Glass windows had no fingerprints on them.
9. _____ Trash was removed and trash bags into cans inside and outside.
10. _____ The alarm was reset and all doors and windows securely locked.
11. _____ Grills were cleaned.
12. _____ Refrigerator was cleaned.
13. _____ Furniture had no stains or damage.
14. _____ The television had no damages.
15. _____ Television remote was present.
16. _____ The general appearance of the Clubhouse was neat and CLEAN.

Name _____ Signature _____
Renter

Maintenance Committee, Club House Committee, or Board of Directors:

Signature Date

TRINITY LAKE CLUBHOUSE RENTAL PRERESERVATION CHECKLIST

Please read and **initial** each item below, this list should be returned to Burma Shipman 4254 Harbor Ridge Drive, Greensboro, NC 27406 with your clubhouse reservation form. You will be responsible for completing all items on the list. *** If these items have not been attended to, your \$100.00 deposit may be withheld. If damages exceed the amount of the security deposit, additional fees for damage will be assessed directly to the Renter to return the Trinity Lake Clubhouse to the original condition.**

INITIALS	AREA OF INSPECTION	PASS/FAIL	FINE
	All kitchen counters and tabletops (including glass table tops) that were used should be wiped clean.		\$25.00
	All furniture shall be returned to original position as indicated in the attached map.		\$25.00
	Carpet is to be vacuumed		\$10.00
	Kitchen and bathroom floors are to be mopped.		\$20.00
	Bathroom toilets, counters, and sinks should be clean.		\$25.00
	Hardwood floors shall be cleaned pursuant to the attached maintenance sheet and only with the provided cleaning materials.		\$25.00 meeting room \$50.00 great room
	Fronts of kitchen appliances, cupboards, sink etc. should be wiped clean.		\$15.00
	Tile Floor in foyer and hallways shall be broom and mopped, if necessary		\$25.00
	Oven and Microwave should be wiped out, if used.		\$10.00
	Dishwasher should be left empty, if used.		\$10.00
	Door glass are left without fingerprints on them.		\$5.00 per door
	Trash must be removed and trash bags placed back into cans (if needed). Additional trash cans are available in the outdoor storage building.		\$15.00
	The alarm shall be reset and all doors and windows shall be securely locked. False alarm charges will be assessed to the renter.		\$50.00
	Grills must be cleaned and properly covered, if used.		\$25.00 each grill
	Refrigerator must be cleaned, if used.		\$10.00
	Turn off all lights except the lamp located near the front door.		\$5.00
	All window blinds must be left open.		\$10.00
	All area rugs should be left clean without stains from spills.		\$50.00
	All decorations must be removed from the Trinity Lake Clubhouse		\$10.00
	Use of tacks, nails, hooks or scotch tape on painted surfaces		\$25.00
	Renter fails to return the key to the Trinity Lake Clubhouse		\$50.00
	Television had no damages - Value of TV \$1,581.00		Based upon damage
	Television Remote Control		\$50.00

A vacuum cleaner and other cleaning tools and supplies can be found in the closet beside the wine counter or under the kitchen sink.

I have read, understand, and acknowledge that I will be responsible for areas noted in this Preservation check list.

Name: _____ Signature: _____

Address: _____ Date of Use: _____