

Facilities Rental Request Form

Alyson Pond HOA

Requested Date*: _____ Time of Function: _____

Owner's Name: _____

Address: _____

Phone(Day) _____ (eve) _____

Cell _____ E-Mail _____

Fees:

**Rental Fee \$ 50.00

**Cleaning Deposit \$ 75.00

**Security Deposit \$125.00

***Charleston Management must be contacted at 919-847-3003 at least two (2) business days prior to the planned event to confirm availability of the requested rental date. All fees and deposits must be received prior to release of entry key. Renters must be members of the HOA and must be present for the duration of the scheduled event**

Rental Hours:

8:00 a.m. to 10:00 p.m.

**Execute and return the completed application, along with one (1) each \$50.00 rental fee check and one (1) each \$200.00 deposit check made payable to *Alyson Pond HOA*:

**c/o Charleston Management Corporation
PO Box 97243
Raleigh, NC 27624**

Keys may be obtained from Charleston Management Corporation offices during normal business hours or will be mailed at the request of the owner. Please note that the pool and bathrooms may be utilized by other residents during the event

I, the undersigned Owner, hereby request reserve the Alyson Pond Clubhouse, located at 2817 Coxindale Drive, on _____. The event planned is _____. There will be approximately ____ number of people in attendance. I agree to pay a rental fee of \$50.00 plus a \$125.00 security deposit and \$75.00 cleaning deposit, which will be refunded if the facility is left clean and undamaged following the rental on the designated date. I agree to forfeit the \$75.00 cleaning deposit if a designated third-party determines that the area has not been cleaned to an acceptable standard the day of the event. I also agree to forfeit a portion, or all, of the \$125.00 security deposit if cleaning or repair costs exceed the cleaning deposit. I also agree to forfeit the \$125.00 security deposit if the actions of my guests or myself result in a violation of the Association rules. Please be considerate of your neighbors

I have read and agree to abide by the Association rules and the rules of the facilities I will utilize for this event.

By signing this request, I agree to be the party who accepts the key and that I will be present for the duration of the event. I acknowledge that I have received, read and agree to comply with the Association rules and further agree to hold harmless Alyson Pond Homeowner's Association from any and all claims in connection with this event.

Owner Signature

Date

General Rules of Use for Alyson Pond HOA Facilities

Emergency Contact

In the event of an emergency with the facility, call 919-847-3003

Reservations

All reservations must be made through Charleston Management Corp., 812 Salem Woods Drive, Raleigh, NC 27615. Upon receipt of the executed application and indemnification agreement, the clubhouse keys may be picked up during the regular business hours of Monday through Thursday from 9:00 a.m. to 5:00 p.m. or Friday from 9:00 a.m. to 12:00 noon. Please note that other residents may still utilize the pool and bathrooms during the scheduled event.

Fees and Deposits

Please see the Alyson Pond HOA Facilities Rental Request Form.

The deposit will be refunded IF:

1. None of the General Rules are violated; and
2. There is no damage, missing items, etc. after rental, which would require the expenditure of money by the Alyson Pond Homeowners' Association; and
3. The key to the facility has been returned to Charleston Management Corporation.

General Rules

1. All functions must end by 10:00pm and the facility must be cleaned and vacated by 11:00pm.
2. The facility must be cleaned the same day as the rental to accommodate a busy rental schedule.
3. Remove all items brought to the facility for the function.
4. Empty all trash into a large bag, tie and place the bag in the trash receptacles next to the clubhouse.
5. This is a Smoke-Free facility.
6. Rental of the facility does NOT include exclusive use of the pool.
7. Pets are not permitted in the facility.
8. Upon departure, during the months of October through March, the thermostat must be set at 55 degrees to prevent pipes from freezing.
9. Tape is not allowed on walls.

Deposit Refunds

In order to receive a full refund of the deposit, a follow-up walk through must be conducted. Please make every effort to leave the facilities in the same condition as you accepted it. Your deposit will be returned if and/or when the condition is acceptable.

Alyson Pond HOA Facilities Renter Checklist

Note: The following items are to be completed by the individual(s) renting the clubhouse **PRIOR** to returning the facility keys. The renter(s) will be notified at the time of final walk-through of any conditions that may result in loss of all or a portion of deposit. To accommodate frequent rentals, the facility must be cleaned the same day as the rental. Please note a key to the supply cabinets is provided. Cleaning and bathroom supplies are available in these cabinets for your use.

- * Floor to be swept and mopped and left in pre-rent condition.
- * Restrooms to be left clean, counters wiped and trash containers emptied.
- * Kitchen counters to be wiped sink cleaned, and stove/fridge left in pre-rent condition.
- * No food/beverage items to be left on-site following rental.
- * Trash containers in main clubhouse area to be emptied.
- * Place CLEAN trash bags in all trash containers.
- * All trash to be bagged and placed in the appropriate place(s).
- * All lights are to be turned OFF.
- * All doors are to be LOCKED.
- * Keys to be returned to Charleston Management ASAP following the event so that final walk-through may be completed.
- * Thermostat left on and set to 55 degrees during the months of October through March to prevent pipes from freezing.

Your assistance in returning the clubhouse to its "pre-rental" condition immediately following the event and returning the keys to the Management office ASAP will greatly help us!

Alyson Pond Homeowners' Association Waiver & Release

Note: This form must be completed and submitted with the Rental Request Form.

Lessee shall indemnify and hold harmless Lessor against any and all claims, demands, causes of action, suits, judgments (specifically including but not limited to claims, etc., relating in any way to, or arising from the lessee's use or serving of alcoholic beverages during the use and occupancy of the premises), including expenses incurred in connection with such matters, for death or injuries to persons or for loss of, or damage to property arising out of, or in connection with the use and occupancy of the premises by lessee, lessee's agents, employees, or invitees.

Signature

Date

Please sign and return with completed application to:

Charleston Management Corporation

PO Box 97243

Raleigh, NC 27624