

Facilities Rental Request Form

Alyson Pond HOA

Requested Date*: _____ Time of Function: _____
Event Planned: _____ Approx # of Guests: _____
Owner's Name: _____
Address: _____
Phone(Day) _____ Cell _____
E-Mail _____

Rental Fee **\$50.00**
Rental Hours: **8:00 a.m. to 10:00 p.m.**

***Reservation Requests must be submitted through Homeowner Login at www.CharlestonManagement.com at least two (2) business days prior to the planned event to confirm availability of the requested rental date. A completed Rental Form must be received and the Rental Fee must be paid online prior to release of entry key.**

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

Terms and provisions of this Agreement are as follows:

1. "Host" shall mean all Owner(s) signing this Agreement. To reserve the Clubhouse, the \$50 non-refundable rental fee must be paid online at www.charlestonmanagement.com, as well as any balance that pre-populates in the Payment Amount field. Then, at least one Alyson Pond Owner must sign and return this completed Agreement to Charleston Management Corporation via email or fax: amenityrentals@charlestonmanagement.com or 919-848-1548. Host must be present for the duration of the event and is jointly and severally liable for all obligations under this Agreement.
2. After each rental of the clubhouse, the Host is required to leave the space in the same condition as before the Event. This includes, but is not limited to, the disposing of the garbage off-site, sweeping and mopping, and cleaning the kitchen. If the Clubhouse or adjacent common areas require additional cleaning and/or the facility or any contents are damaged, in the sole discretion of the Association, the Host is liable to and shall reimburse the Association for its reasonable costs and expenses incurred which are related thereto. The Host is responsible for turning off all lights and locking all doors and windows.
3. The Association shall be permitted to add any cleaning costs, costs for penalties against the Rental Agreement, any costs or expenses necessitated by any damage to the Clubhouse, contents or adjacent common areas to satisfy or partially offset such costs or expenses. These costs/fees will then be added to the Homeowner's Association account and are subject to Delinquent and/or Collection Fees, as with unpaid Assessments.

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 Host 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

Online Payment Instructions:

1. To submit Rental Fee Online, log in to your Online Account
2. Select "Make a Payment" – left side above "Home"
3. Select method of payment – eCheck or Credit Card
4. You will be redirected to a Secure Payment Screen
5. Select "Continue"
6. Input the Rental Fee in the "Payment Amount" field
If a Balance auto-populates in the Payment Amount field, add the Rental Fee amount to the balance already pre-populated.
7. Enter Payment Information and select "Confirm"
8. Notify amenityrentals@charlestonmanagement.com that payment has been submitted to be sure it is posted to your account.

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 www.charlestonmanagement.com. Upon receipt of the executed application and indemnification agreement, the clubhouse keys will be issued. Please note, if renting the clubhouse during summer pools hours, other residents may still utilize the pool during your scheduled event.

Fees: Please see the Alyson Pond HOA Facilities Rental Request Form.

Additional Fees will be NOT be charged to one's Homeowner Account 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 Homeowner's Association; and
3. The key to the facility has been returned to Charleston Management.

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.

Cleaning Fees: In order to avoid further fees charged to one's Homeowner Account, a follow-up walk through must be conducted. Please make every effort to leave the facilities in the same condition as you accepted it.

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 additional fees charged to one's Homeowner Account. 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 via email or fax:
amenityrentals@charlestonmanagement.com or 919-848-1548*

ALYSON POND CLUBHOUSE

The clubhouse has a capacity of 50 people.

The inventory is: 3 tables (seats 8 people), fire place, full kitchen, 30 chairs



