Clubhouse Rental & Event Rules and Regulations

1. To reserve the clubhouse or area, you must be a paid member/resident of the Old Cahaba Residential Association, in good standing, and you must be present the entire length of the function.   Functions should be of a private, social, non-public, non-commercial nature unless otherwise approved by the association.

2. Rental fee: Two separate checks are required which includes (1) non-refundable amount of a minimum of $75.00 rental fee for a 4-hour rental period and (2) security/cleaning deposit of $150. Check is to be made payable to: Old Cahaba Residential Association. (Each extra hour reserved is $20 per hour.) The checks must be paid with the owner/resident's personal check (non-business) bearing their name, date of the rental and the Old Cahaba home address. The check must be received no later than 2 weeks prior to rental and will be cashed once received. <u>By submission of rental/deposit checks, renter agrees to abide by all rules and regulations as set forth herein.</u> The Deposit Check will hold the rental date and time until the signed Rental Agreement is submitted with the Rental Check no later than 2 weeks before the rental date.

3. In event of NSF funds, property will be charged for any fees incurred, bank/management related, and rental cancelled.

4. The Clubhouse facilities and used grounds must be left clean and suitable for the next reservation and exactly as outlined on the Cleaning Checklist. A copy of the Checklist will be included with the emailed confirmation packet and copies will also be available in the clubhouse kitchen. Should any additional cleaning be required after the clubhouse is checked, the Association will use its cleaning service and pay any cleaning charges from the security/cleaning portion of the rental fee. If any damage occurs and/or additional cleaning is needed which exceeds the amount of the deposit, the property will be billed for any additional expense. The security amount remaining will be reimbursed to renter by Association check. Brooms/mops and cleaning supplies are provided.

5. The pool cannot be reserved. Clubhouse rentals may have access to the pool and pool area, deck, furniture, etc. but have to share it with any other Old Cahaba residents who wish to use the pool as well.

6. No decorations or temporary fixtures may be taped, attached or affixed <u>in any manner</u> to the interior walls, ceiling, or exterior building, including signs. (This includes tape, Command type strips, reusable adhesive, painter tape, etc.) Glitter (including plastic or metallic jewels), thrown rice, birdseed, and all types of confetti are prohibited. No items outside such as sidewalk chalk or other defacing materials are to be used.

7. No large candles are allowed in the Clubhouse any and all wax must be cleaned up.

8. All hot items must be kept in the kitchen on the counters and may not be placed on the tables.

9. No smoking is allowed in the clubhouse.

10. No glass containers are allowed outside the clubhouse.

11. No animals are allowed inside the clubhouse, except for service animals.

12. Clubhouse must be vacated by 11pm.

13. Lock the doors and turn off the interior lights and ceiling fans before leaving the clubhouse. Set the thermostat to 75 degrees in the summer and 65 in the winter.

14. If furniture is moved, it must be returned to an orderly and original state for the next rental. (See furniture diagram in kitchen.) Renter/property will be responsible for any damage and expense to floors/furniture/walls, etc. by moving any furniture or fixtures whether done by renter or guests.

15. No portable/inflatable play items or similar type equipment or objects are to be brought and used outside of the clubhouse itself without prior Board approval and a signed liability waiver by property owner if item is permitted.

16. Directional signs/balloons may not be affixed/taped to any common area structure (fences, street or stop signs, etc.)

17. Renter is responsible for all personal liability insurance, licensing and fees associated with event.