



## **Beacon Hill Recreation Association – Agreement for Private Reservation of Clubhouse Revised June 2025**

The Clubhouse is owned and maintained by the Beacon Hill Recreation Association (BHRA) and is available for rent to Beacon Hill residents (owners/renters) in good standing for their private parties and functions. **Please review the following BHRA rental terms and conditions. By signing the reservation form you indicate you have read and understand each of the following rules and regulations. Any breach of the following rules may result in a loss of the deposit and forfeiture of your pool fob for the season.**

- The Clubhouse has a maximum occupancy of 80 persons and is not handicap accessible. If you need specific accommodations, please notify us when you reserve the room. No functions or gatherings in excess of 80 are allowed, including and not limited to the parking lot and surrounding areas.
- The Clubhouse may be reserved by a Beacon Hill owner or renter in good standing, with dues or other financial obligations to any Beacon Hill entity paid in full.
- Reservations are made on a first-come, first-served basis. To secure a specific date, residents must sign and return the Agreement for Reservation, and submit the rental fee and refundable security deposit.
- Rental periods are as follows:
  - Sunday – Thursday 9am – 11pm
  - Friday – Saturday 9am – 12am
  - Rental period includes set-up and clean-up time
- The resident agrees to leave the premises as originally received, performing all cleaning responsibilities. Failure to remove items or delayed cleaning may result in partial or full security deposit forfeiture.
- The resident must be present in the Clubhouse at all times during their event and takes responsibility and liability for the action of their guests. Security deposit and pool fob may be forfeited if the resident is not on site during their event or if any guest violates the rules stated in this agreement. Residents are responsible for informing all guests of the rules and regulations.
- Rental of the Clubhouse is limited to the main room, the adjacent kitchen area, the bathrooms and the outside upper deck. Guests are not permitted on the outside stairs or pool area. The clubhouse, kitchen, deck and bathrooms are for the exclusive use of the resident renting the Clubhouse throughout the rental time period.
- **The pool cannot be reserved for a private function under any circumstances.** The pool facility is available to all Beacon Hill residents and their registered guests within the confines of the guest policy. However, simultaneous use of the Clubhouse facility and pool is prohibited. Any guest found to have illegally entered the pool area will cause

forfeiture of the Clubhouse rental security deposit and result in a 1-year ban from Clubhouse rentals, as well as loss of pool fob for the season.

- Sound systems are allowed inside the Clubhouse, but volume may not be excessive as to disturb homeowners using the pool facilities and/or homeowners living near the facilities. Usage must comply with the Wilkinsburg Code.
- The Clubhouse is smoke-free. There is a small smoking area with benches and an ashtray on the walkway beside the pool fence.
- By signing this contract, this removes liability from the association. The BHRA shall not be liable to resident or resident's guests for any damages arising out of any defect of the premises, natural disaster or act of God, or any accident or injury to resident, his/her party or guests suffered in or about the premises.
- Any additional cleaning required, i.e. removal of stains to the furniture, floors, repair of damage to the building and/or furniture, etc., will be deducted from the security deposit.
- Open flames of any type are not permitted.
- Any fees or costs incurred in excess of the security deposit are the responsibility of the resident signing the rental agreement.
- Usage arrangements include a walk-through of the facility and a review of the Agreement for Reservation. This is scheduled by appointment with the Maintenance Supervisor. The office phone number is (412) 247-5388.
- The parking lot may only be used for parking cars and vehicles. The parking lot should not be used as an extension of the Clubhouse. All renters and their guests must park in the upper lot designated with the "Party Parking" sign. Guests that are parked in the residential parking lots or anywhere along pool access road will be subject to towing at their expense. Please advise all guests of this parking requirement.
- Use of tacks or nails in order to decorate the Clubhouse is prohibited.
- This written contract constitutes the entire agreement between the parties. Should any dispute arise concerning this Agreement, the undersigned agree to submit their dispute to binding arbitration.

## **FEES**

The Clubhouse is available to Beacon Hill residents (owners/renters) per the following fee schedule:

\$150.00 rental fee

\$500.00 refundable Security Deposit (check will be held and not cashed)

The Security Deposit will be returned to the resident within thirty (30) days of the date of private usage of the facility, less legitimate deductions for repair of damage or cleaning. Cleaning not completed by the resident will be charged at a rate of \$20.00 per hour and damage repair will be charged at the rate of \$25.00 per hour plus any material costs. Any damage or cleaning costs in excess of the deposit will be assessed to the unit owner or apartment renter.

Please let management know within 24 hours of your reservation date if you have to cancel.

If residents of Beacon Hill would like to use the Clubhouse, when available, for activities (cards/games, exercise classes, informal meetings, etc.), there will be no charge but it must be cleared in advance by the Maintenance Supervisor. Please keep in mind it will not be exclusively yours, and other residents may continue to use the kitchen and bathrooms



**Beacon Hill Recreation Association – Clubhouse Reservation Form**

**RJ Community Management  
4900 Perry Highway, Building 1, Suite 300  
Pittsburgh, PA 15229  
Phone: (412) 550-0003 Fax: (412) 227-9003**

**All reservations must be secured by phone prior to sending this form ([info@rjcmgt.com](mailto:info@rjcmgt.com)) and required rental and security deposit checks**

I, the undersigned, acknowledge reading the foregoing Agreement for Reservation prior to execution and hereby agree to abide by the above terms and conditions. In addition, by signing hereto I acknowledge that I am responsible for the actions of my guests while on the premises and acknowledge that I am a resident in good standing with the BHRA. I also hereby agree to hold harmless the BHRA in the event of injury or accident to myself or my guests while utilizing the Clubhouse facility or while present on any part of the Beacon Hill Clubhouse premises for the below mentioned date(s).

- Date of Event: \_\_\_\_\_
- Type of Event: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email: \_\_\_\_\_
- Print Name: \_\_\_\_\_
- Signature: \_\_\_\_\_
- Date of Request: \_\_\_\_\_



## Beacon Hill Recreation Association

### Clubhouse Rental Checklist

Renter: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

1. Floors Cleaned, Swept/Vacuumed
2. All Trash Removed and Taken to Dumpster
3. Stove Cleaned and Refrigerator Emptied
4. Kitchen Countertop Cleaned and Floor Mopped
5. Bathrooms Cleaned
6. Tables Cleaned
7. Furniture back in Place
8. Lights/fans Off – AC/heat returned to original settings
9. All Doors Closed and Locked
10. All Decorations Removed
11. Cigarette butts Picked Up around Building
12. Key returned to mail slot in garage door