

HAWTHORNE COMMONS HOMEOWNERS ASSOCIATION, INC.

CLUBHOUSE USE APPLICATION/AGREEMENT (REV. 7)

Date of Application \_\_\_\_\_ Homeowner's Name \_\_\_\_\_  
Homeowner's Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
Requested Date of Use \_\_\_\_\_ Number of People Expected \_\_\_\_\_ (Max. 70)  
Time: From \_\_\_\_\_ To \_\_\_\_\_ Total No. of Hours (including set up and clean up) \_\_\_\_\_  
Reason for Rental: \_\_\_\_\_

**Two separate personal checks payable to the Hawthorne Commons Homeowners Association, Inc. must accompany this application:**

**Check No.1 – Deposit of \$250.00 and Check No. 2 - Non-refundable User Fee of \$125.00**

**Note: All or part of the deposit may be retained to cover the costs associated with damages, cleaning, or violations of any rules or regulations, or abuse of the premises as determined by the Board of Directors of Hawthorne Commons Homeowners Association, Inc.**

I, \_\_\_\_\_, the above named responsible homeowner/resident hereby request the use of the Hawthorne Commons' Clubhouse for the purpose set forth above. I understand this rental does not include use of the pavilion, pool, and pool area. I the homeowner/resident, am sponsoring and running this event and understand that I must be present at all times. Further, I am aware that the facility will be inspected after use, and that I am responsible for all clean up, damages or misuse or abuse of the premises or equipment.

In consideration for being permitted to use the Hawthorne Commons' Clubhouse, I hereby remise, release and forever discharge the Hawthorne Commons Homeowners Association, Inc. its Board of Directors, members and all those persons involved in organizing and maintaining the said Clubhouse from all claims, losses, damage actions, causes of actions or suits in law or equity of whatsoever kind or nature, arising out of this use of the Hawthorne Commons' Clubhouse. I agree to abide by the HCHA Clubhouse Use and Cleanup Rules and Regulations, agree to complete the cleanup in accordance with the attached checklist, and agree that the facility will be vacated no later than 12:00 a.m. on the above date.

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Approved: \_\_\_\_\_ Date: \_\_\_\_\_**  
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To Be Retained for Association Records

Date Deposit Received \_\_\_\_\_ Date Use Fee Received \_\_\_\_\_

Date Inspected \_\_\_\_\_ Inspected by: \_\_\_\_\_ Condition \_\_\_\_\_

Amount of Deposit Withheld \_\_\_\_\_ Reason \_\_\_\_\_

Amount of Deposit Returned \_\_\_\_\_ Returned by \_\_\_\_\_ Date \_\_\_\_\_  
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**This agreement is NOT valid unless all of the requested information is provided and the agreement is signed by the homeowner. A signed copy of this agreement is to be given to the applicant and the original retained by HCHA.**

**HAWTHORNE COMMONS HOMEOWNERS ASSOCIATION, INC.**

**CHECKLIST FOR CLUBHOUSE USE CLEANUP**

Complete, return, and review the following checklist with the HCHA Clubhouse Rental Coordinator to ensure timely return of your deposit (\$250) check.

<b>Cleanup Task</b>	<b>Completed</b>
<b>Restrooms:</b>	
Empty trash containers and replace bags	
Wipe water and debris from sinks and counter tops	
Turn off all water faucets and toilets (nothing dripping or running)	
<b>Kitchen:</b>	
Clean and put away all HCHA equipment used (coffee pot, dishes, bowls, platters, and silverware)	
Clean all counter tops, sink, stove, oven, microwave, and refrigerator	
Remove all food brought for your event from the refrigerator and freezer	
Empty trash containers and replace bags	
Sweep/mop the kitchen area and in front of the island	
Turn off all water faucets (nothing dripping)	
Launder and return all used dish cloths and towels	
Check items you are removing to ensure HCHA items not included	
<b>General:</b>	
Don't tape, staple, tack, or nail anything to walls, doors, or windows	
Remove all decorations, leaving no marks or holes on walls	
Wipe any tables and chairs that have food debris or spills	
Arrange tables and chairs as you found them, returning tables and chairs to storage areas	
Vacuum the carpet and clean any spills/stains	
Remove all trash to your unit for trash pickup	
Ensure thermostat is returned to posted settings	
Turn off all lights and fans	
Close and lock all windows and doors	

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**Homeowner's Signature/Date**

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**HCHA Verifier Signature/Date**

**Attachments: HCHA Clubhouse Use and Cleanup Rules and Regulations, Rev. 2, June 2024**