

ARDEN WOOD HOMEOWNERS ASSOCIATION CLUBHOUSE SOCIAL ROOM/ POOL RENTAL INFORMATION

Thank you for your interest in using the Clubhouse Social Room/Pool for your event. To ensure your safety and housekeeping of the property, please follow the guidelines below. Your cooperation will be appreciated.

SECURITY

Every resident is responsible for maintaining the security of the facility. When exiting any external door, please make sure that the door closes completely. If you open any windows, be sure to close and lock them prior to your departure. Remember, if you see something, say something. The Resident who is reserving the Social Room must be at least 21 years of age and must be **physically present at time of reservation.**

Rental Schedule:

- The Social Room is available for rental seven days a week until midnight.
- The hours for the pool rental during the summer season are from 9 p.m. to 11:30 p.m. A **certified** lifeguard must be present.
- The Social Room **MAY NOT** be rented during the following dates:

New Year's Day	Diwali Weekend
Easter	Halloween
Mother's Day	Thanksgiving Day
Memorial Day	Christmas Eve Day
Father's Day	Christmas Day
July 4 th	New Year's Eve Day
Labor Day	
- The Social Room will be reserved on a first-come, first-serve basis. All doors must be kept closed during all events in the Social Room.

Rental Fees:

- Social Room rental fees: \$75.00; with a refundable cleaning and damage deposit of \$100.00. If the pool is being rented a mandatory

certified lifeguard must be present and paid at your own expense. Pool rental is \$75.00.

- The deposit will be refunded provided the Social Room **MUST** be cleaned and check list has been completed and approved by Arden Wood Homeowners Association (AWHA) designate.

Renters:

- To reserve a date, renters can contact AWHA's managing agent (RJ Community Management, 412-550-0003) or on RJ Community Footsteps App or Website Arden Wood Footsteps (<https://ardenwoodhoa.frontsteps.com>).
- Lease Agreements must be signed and fees paid (5) days prior to rental date.
- The Social Room will be locked once lock is installed – will update at that time.
- Trash must be put in dumpster. A \$50 fee will be withheld from the deposit for trash is left behind.
- The Social Room must be cleaned and restored to its original appearance on or before midnight. A cleaning checklist is posted on the refrigerator. A post-event inspection will also be conducted by our cleaning company after each event. This is a common area and it cannot wait until the next day or even hours later, so please be prepared and allot time to clean up after your event. It must be done before leaving. All events must be approved by the Management Company. If a resident does not properly clean after the event, or the event causes a disturbance, the Clubhouse Board has the right to revoke future rental privileges.
- If not cleaned, your deposit will be forfeited.
- A \$30.00 fee will be deducted from deposit for every 30 minutes that the party continues past midnight.
- Music is to be kept at a low volume in order to respect the noise ordinance. Speakers are to be kept inside the clubhouse Social Room.
- Tables and chairs are to be taken down and returned to the storage area.
- No renter(s) or guest(s) are to spend the night in the clubhouse, or the deposit will be automatically forfeited.
- No smoking (including e-cigarettes and vaping devices) is permitted anywhere in clubhouse or pool area. Smokers may

smoke in the smoking area outside near the cigarette receptacle. Please discard butts in the receptacle provided.

- Fire doors are not to be opened at any time, except during an emergency.

Rental Regulations:

- Rental date must be scheduled with AWhA's managing agent (RJC Management or online) at least one week in advanced of the date and the intention of the rental.
- Payment and signing of the Rental Agreement must be completed prior to party date.
- Request for cancellation must be made at least 24 hours prior to schedule date, or you will be charged a \$75 cancellation fee.
- If pool use is not prearranged, the pool will be closed for swimming and AWhA will not assume any liability for unauthorized use. The pool will be closed at the normal pool closing time for the season.
- Rental of the clubhouse Social Room and/or pool is limited to members of Arden Wood Homeowners Association. The clubhouse Social Room and pool are not available to commercial or non-member rental use.
- **The member of Arden Wood Homeowners Association renting the Clubhouse Social Room must be present.**
- Renters are responsible at their own expense for any and all damage done to the clubhouse and/or pool area, including but not limited to, furniture, carpet, appliances, etc.
- Decorations **shall NOT be nailed, stapled or glued** to the walls/furniture or affixed in any manner that will damage the walls or furniture.
- There shall be no use of glitter or confetti.
- Minors under 12 years of age shall not be permitted in the clubhouse unless accompanied by an adult.
- If alcohol is served, you the undersigned are fully responsible.
- The resident shall clean up after event (see attachment - post event checklist):
 - All trash and recycling items are to be put in dumpster in parking lot.
 - Tables and chairs are to be taken down and returned to the storage area.
 - Appliances are to be turned off and cleaned.

- Tabletops and countertops are to be cleaned.
- Vacuum carpet, sweep and mop flooring.
- All furniture is to be returned to original order.
- All doors and windows are to be shut and locked following the event.
- All decorations, inside and outside, must be removed after the event
- The rental of the Clubhouse Social Room **does not include rental of the pool, fitness center or other residential amenities.** These amenities are for the use of our residents.
- No more than 50 people are allowed to occupy the clubhouse Social Room at any time.
- The resident shall ensure that engagement is orderly and that it does not disturb other residents.
- The Resident reserving the Clubhouse Social Room will be required to put signs on the doors indicating a private event. These signs will be located in the kitchen area.

**HOLIDAY OBSERVANCE CALENDAR CLUBHOUSE OPEN
NO PRIVATE EVENTS**

New Year's Day

Easter

Mother's Day

Memorial Day

Father's Day

July 4th

Labor Day

Diwali Weekend

Halloween

Thanksgiving Day

Christmas Eve Day

Christmas Day

New Year's Eve Day

ARDEN WOOD
Pre-Event Inspection Checklist

(Laminated copy will be hung on refrigerator with dry erase marker)

Event Date/Time: _____ / _____

Resident Name _____

Address: _____

Phone Number: _____

- Inquire on approved parking spaces prior to event.
- Kindly clean-up after event. Cleaning supplies are located and labeled in kitchen area. Dumpsters for trash can be found in parking lot.
- Walk through to inspect floors, walls & furniture
- Please do not block doors
- fire extinguishers are labeled
- Please turn off all appliances/fan if necessary
- Reservation does not include pool.

You, the resident, acknowledges that a member of our staff has gone over the above items with you. _____ (initials)

You also acknowledge that the room must be cleaned up and returned to original order within one hour after the event. _____ (initials)

Pre-event inspection completed and reviewed and agreed to by:

Resident: _____ Date: _____

ARDEN WOOD

Post Event Inspection Checklist

(Laminated copy will be hung on refrigerator with dry erase marker)

Event Date/Time: _____ / _____

Resident Name _____

Address: _____ Phone Number: _____

- All trash/recycling items are to be removed from premises and put in dumpster.
- Appliances are to be turned off and cleaned.
- Tabletops and countertops are to be cleaned.
- Tables and chairs are to be taken down and returned to the storage area.
- Vacuum carpet, sweep and mop flooring.
- All furniture is to be returned to original order.
- All decorations, inside and outside, must be removed.
- All doors and windows are to be shut and locked

Post event cleanup completed and reviewed and agreed to by:

Resident: _____ Date: _____

(Signature of renting person)

Cleaning Crew: _____ Date: _____