

# **Williamsburg Homeowner Association Clubhouse Reservation and Rental Agreement Without Pool Use Privileges**

The Williamsburg Homeowners' Association Clubhouse is available to homeowners for private functions, subject to the availability of the requested date and the rules, regulations and conditions set forth below:

1. Reservations must be made by a "hosting" homeowner who is at least 21 years old. The homeowner completing this reservation request agrees to be the responsible party for complying with all rules, regulations and conditions of this agreement. The Hosting Homeowners must be present at the function at all times.
2. Homeowners may reserve the clubhouse for personal functions and non-profit events. No charges or fees may be collected from any invitees. Exceptions to this provision may only be made by the Board, upon receipt of a written request describing the nature and purpose of the function.
3. The clubhouse is available on a first come first serve basis as long as the date does not conflict with an event planned by the Board. The clubhouse can be reserved up to six months in advance. Each household is limited to four weekend functions per calendar year.
4. Rental Fee: Below are the charges for the personal use of the Clubhouse;
  - a. For Personal Use: Seventy Five Dollars (\$75.00)
  - b. Non-profit group/event Use one time rental: Thirty Five Dollars (\$35.00)
  - c. Non-profit group/event Use 4 times in one month: One hundred twenty dollars (\$120.00).
5. Security Deposit: A one hundred dollar (\$100.00) deposit is required to reserve the clubhouse.
6. Insurance Certificate: You will need to supply the association with a certificate of insurance naming the association as an Additional Insured prior to the date of your function. You will need to supply the following information to your insurance company when you ask for the certificate:

Additional Insured's: Williamsburg Clubhouse  
800 Burdette Dr.  
Downingtown, PA 19335

Submitting Clubhouse Rental Agreement: You will need to submit **TWO SEPARATE** checks. One for the rental fee and the other for the deposit. Please make the checks payable to Williamsburg Homeowners Association and submit them along with the completed application and Certificate of Insurance to:

Williamsburg Homeowners Association  
C/O Select Property & Association Management  
1000 North Prince Street  
Lancaster, PA 17603

7. Reserving a Date: You may reserve the date for your function verbally, however, to confirm and schedule the date you will need to forward the above information to the Management Office within seven (7) days of the verbal confirmation. If the information is not received then the date will be considered available for rental.
8. Keys: Below please find the procedure for receiving and returning the key card for the Clubhouse.
  - a. Receiving the Key Card: There are two ways to secure the Key Card to the Clubhouse.
    - i. The key card will be mailed to you.
    - ii. You can come to the Management Office and pick it up.
  - b. Returning the Key Card:
    - i. You have ten (10) business days to return the card after your function.
    - ii. A pre paid envelope will be supplied to you when you receive the key card for you to return the key card in.
    - iii. You can also hand deliver the card back to the Management Office.
  - c. Keys not returned: If the key card is not returned within ten days period, the following fees will be deducted from your security deposit:
    - i. Fee for Not Returning the Key: Twenty five dollars (\$25.00)
    - ii. Key Replacement Fee: Twenty five dollars (\$25.00)
    - iii. The total to be deducted from your deposit will be fifty dollars (\$50.00)
9. Except as expressly provided herein, Renter is entitled to exclusive use of the Clubhouse facilities and services during the date and time indicated above ("Rental Period"). The permitted rental hours are between 9:00 a.m. and 11:00 p.m. Sunday through Thursday, and between 9:00 a.m. and 12:00 a.m. on Friday and Saturday. Renter acknowledges and agrees that for rentals which occur during hours, in which the pool area is open for use, there shall be shared use of the Clubhouse restroom facilities, as well as access to the utility closet and cleaning supplies within the Clubhouse by the Association members and pool staff as required for maintaining the pool area. Renter further acknowledges and agrees that there shall be access permitted at any time by the Association property manager, Board of Directors and pool staff as required to respond to emergencies or complaints from neighboring residents concerning activities occurring on the premises.
10. Renter is prohibited from using the Clubhouse for the purpose of conducting any for-profit private, home or commercial business type demonstrations and/or sales activities.

11. Renter agrees to be liable for any damages, losses or injuries of any kind arising out of Renter's use of the Clubhouse, which liability shall commence at the time Renter obtains possession of the key to the Clubhouse, and continue until the key is returned to the Association or the property manager. All such losses and damages shall be assessed and collected against the Renter as a charge or assessment against the Renter's unit consistent with the Declaration and applicable law.
12. No Renter or guests will be permitted to occupy the Clubhouse unless and until the Base Rental Fee and Security Deposit have been paid.
- 13. Renter acknowledges and agrees that neither Renter nor their guests are permitted to use the pool area during the Rental Period.**
14. Renter may, but only with the prior express approval of the Association, enter the Clubhouse prior to the beginning of the scheduled Rental Period in order to place furniture, decorations or other items inside the Clubhouse for the scheduled Rental Period. Renter acknowledges and understands that Renter may not exclude other residents from entering the Clubhouse prior to the scheduled Rental Period, and that Renter, and not the Association, will be responsible for any loss, damage or injuries to, caused by or arising in connection with any furnishings, decorations or other items placed by or on behalf of Renter inside the Clubhouse prior to the scheduled Rental Period.
15. Renter shall clean the Clubhouse in accordance with the published rules and regulations provided to Renter at or prior to the Rental Period. The Clubhouse will be inspected by an agent of the Association following each Rental Period, and the costs of any cleaning required by the agent of the Association shall be charged to the Renter and first deducted from the Security Deposit, with any balance charged to the Renter in accordance with paragraph 3. The Renter cleaning shall be completed on the day of the Rental Period, except when the Rental Period extends to 11:00 p.m. on a Sunday, Monday Tuesday, Wednesday or Thursday, or 12:00 a.m. on a Friday or Saturday, in which case the Renter cleaning must be completed by 9:00 a.m. of the morning following the Rental Period.
16. It shall be Renter's responsibility to inspect the Clubhouse facilities prior to the Rental Period, and to notify and report to the property manager prior to commencement of the Rental Period any damage, defects or portions of the Clubhouse facilities which have not been cleaned in accordance with the Clubhouse rules and regulations. Renter's failure to notify the property manager prior to commencement of the Rental Period shall be construed and act as a waiver of any right by the Renter to claim that any damage, defect or cleaning which is noted by the Association's agent at the conclusion of the Rental Period existed as of the commencement of the Rental Period.
17. Renter shall remove all furniture, decorations and other items placed by the Renter in the Clubhouse facilities by the conclusion of the Rental Period or the Renter cleaning, whichever is later.

18. The Association shall be entitled to retain such amount of the Security Deposit necessary to reimburse the Association for any costs incurred for cleaning the Clubhouse, trash removal, repairing any damages caused by the Renter or guests, or any other expenses resulting from Renter's use of the premises. All amounts which are not deducted from the Security Deposit will be returned to Renter within 14 days, following inspection of the Clubhouse. No portion of the Security Deposit will be returned until the Rental Check List is completed and returned.
- 19. The maximum occupancy of the Clubhouse, which is determined by Uwchlan Township, as well as applicable fire and safety rules and regulations, is not to exceed 49 people at any time.**
20. Renter shall, at all times during the Rental Period, provide adult supervision for all minors at a minimum ratio of 1 adult to 6 minors under the age of 10 and 1 adult to 10 minors over the age of 10.
21. Renter shall vacate the Clubhouse facilities promptly at the end of the Rental Period, and shall not loiter within or about the Clubhouse premises or the parking lot.
22. Renter shall comply with all rules and regulations of the Association, to include all rules and regulations governing the use of the Clubhouse, and shall comply with the directions and instructions of all officers or agents responsible for the operation and/or security of the Clubhouse. The failure or refusal of the Renter or any guest to comply with the foregoing shall be grounds for canceling the Rental Agreement without any obligation for repayment of any portion of the Base Rental Fee, as well as suspending the privileges of the Renter for use of the Clubhouse and pool facilities as determined by the Association Board of Directors.
23. Renter shall comply with all Township regulations, specifically the noise ordinance.
24. The Association reserves the right to eject Renter and/or any guests at any time from the facilities if, in the opinion of any officer or agent of the association, the Renter or their guest's use of the facilities poses a danger to the safety of any user of the facilities, any risk of damage to the facilities, or presents a hazard or disruption to the Williamsburg community.
25. Renter shall remain at the Clubhouse facilities during the entire Rental Period and shall provide adequate supervision at all times.
- 26. RENTER ASSUMES ALL RISKS AND RESPONSIBILITY FOR THE SERVING OF FOOD, DRINK, AND ALOHOLIC BEVERAGES IN THE CLUBHOUSE, INCLUDING ANY CIVIL OR CRIMINAL LIABILITY RESULTING FROM THE SERVING, USE, OR PRESENCE OF ALCOHOL AT THE CLUBHOUSE.**

**Date Requested:**

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**Time of Function:**

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| From: | To: |
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**Number of Guests:**

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**Type of Function:**

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**Homeowner Name:**

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**Address:**

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**Telephone Contact:**

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| Day: | Eve: |
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**RENTER SHALL DEFEND, INDEMNIFY AND HOLD THE WILLIAMSBURG HOMEOWNERS ASSOCIATION, ITS MEMBERS, BOARD OF DIRECTORS, OFFICERS, AGENTS, MANAGING AGENTS AND EMPLOYEES HARMLESS FROM AND AGAINST ANY KIND AND ALL LIABILITY, LOSS, CLAIMS, ACTIONS, PROCEEDING, COSTS AND EXPENSES, INCLUDING ATTORNEY'S FEES AND/OR SUBSEQUENT INSURANCE PREMIUM INCREASE OCCASIONED BY THE SAME, MADE AGAINST THE WILLIAMSBURG HOMEOWNERS ASSOCIATION OR ANY OF THEM, BY RENTER OR BY ANY OTHER PERSON ARISING OUT OF, OR RELATING DIRECTLY OR INDIRECTLY TO RENTER'S USE, CUSTODY AND CONTROL OF THE PREMISES, WHICH PERIOD SHALL BE MEASURED AS PROVIDED IN PARAGRAPH 3 OF THIS AGREEMENT.**

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

I as the Renter have read and accept the attached Clubhouse Rules \_\_\_\_\_ (Initials Required)

I understand that as the Renter and my guests are not permitted in the pool area when using the Clubhouse during the Rental period \_\_\_\_\_ (Initials Required)

\_\_\_\_\_  
WHOA Board or Agent

\_\_\_\_\_  
Date

### **CLUBHOUSE RESERVATION USAGE RULES**

1. All evening activities are to be concluded by 11:00PM (Sunday-Thursday) and 12:00AM (Friday-Saturday). You are responsible to return the clubhouse access card to the lock box located in the clubhouse kitchen before leaving the clubhouse after your event. Please do not return the access card until you are ready to leave as you will not be able to access the clubhouse. If the access card is not returned you will be charged a \$10.00 fee.
2. The clubhouse will be clean for your use and must be left in good condition immediately following your use in order to receive the full refund of your deposit. All trash/garbage and recyclable materials must be removed from the clubhouse. Decorations must be removed and discarded. Furniture must be placed back in the closet.
3. Decorations are limited to table decorations ONLY. Please refrain from affixing or attaching in any manner, banners, posters, balloons, pictures, etc. to any walls in the clubhouse. Any damage to painted surfaces may result in forfeiture of a portion or all of your security deposit.
- 4. Please turn off all appliances and lights close and lock all windows and doors.**
5. Occupancy is limited to 49 persons, per Fire Marshall Code.
6. Parking for guests is provided in the clubhouse parking area only.
7. The clubhouse is a **non-smoking** facility.
8. Pets are not permitted on the clubhouse property.
9. You are responsible to ensure that there is no consumption of alcoholic beverages by minors, and that your guests do not engage in any other illegal activity.
10. All food and beverage must be removed at the end of you event.
11. Table covers should be used at all times.
12. Your guests are strictly prohibited from entering and using the pool, failure to adhere to this rule may jeopardize future clubhouse/pool privileges. This rule does not apply to renters renting the pool after 8:00pm, but the renter and guest may not use the pool area prior to 8:00pm.
13. Please ensure that no personal items are left at the clubhouse. The Williamsburg Homeowners Association is not responsible for any loss of personal items.

**WILLIAMSBURG CLUBHOUSE AND POOL RENTAL CHECKLIST**

**This checklist must be completed, signed by the renter and returned with the access card to the Management office for the renter's security deposit to be returned.**

\_\_\_\_\_ Number of people in attendance.

\_\_\_\_\_ All windows, doors and gates are locked.

\_\_\_\_\_ All trash has been collected, all trash receptacles within the Clubhouse and around the pool area are free of trash and have new trash receptacle liners, and all trash has been placed in the trash containers located in the parking lot.

\_\_\_\_\_ Rest rooms are clean and trash receptacles in the restrooms have been emptied and have new trash receptacle liners.

\_\_\_\_\_ Kitchen counters and the sink have been cleaned.

\_\_\_\_\_ Kitchen floor has been swept and is free of any food particles or spillage.

\_\_\_\_\_ All food has been removed from the refrigerator and the refrigerator has been left clean.

\_\_\_\_\_ All tables and chairs are clean and have been left in an orderly arrangement.

\_\_\_\_\_ Number of Chairs      \_\_\_\_\_ Number of Tables

\_\_\_\_\_ The carpet has been vacuumed and any spills have been cleaned up.

\_\_\_\_\_ All pool and clubhouse furniture has been placed in the pre-rental locations.

\_\_\_\_\_ All facilities and furniture are in good repair and in working order.

\_\_\_\_\_ Clubhouse access card has been returned to the drop box.

\_\_\_\_\_ All decorations have been removed and no adhesive or tacks have been used on the painted surfaces (including walls and trim)

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NAME OF RENTER

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RECEIVED BY OFFICER/AGENT OF THE ASSOCIATION

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DATE AND TIME