

**THE VILLAGE OF SEWICKLEY HILLS CONDOMINIUM ASSOCIATION
CLUBHOUSE RESERVATION/CONTRACT**

Date of use: _____

Name: _____ Unit # _____

Nature of event: _____

My signature on the bottom of this document **indicates** that I have **read**, **understand**, and **accept** the conditions within:

- ❖ I assume full responsibility for the conduct of my guests and the condition of the clubhouse during this event. At the conclusion of the event, I will restore the clubhouse to its original condition by replacing the furniture to its original positions, assure that all components of the TV, DVD player, surround sound, and VCR are left plugged in as they were originally found, remove all garbage to the dumpster, turn off all lights, and clean counters, sinks, tables, kitchen floors, and vacuum all carpeting. ***Should any of these items not be fulfilled, I understand I will be assessed according to Appendix A***, which is on the back of this document.
- ❖ I further agree that if any damage occurs to the clubhouse during this event, ***I will personally pay*** any cost related to restoring the clubhouse to its original condition.
- ❖ I understand that to reserve the clubhouse ***I must submit*** a check with this application in the amount of ***\$100.00 (per days reserved)*** payable to ***“The Village of Sewickley Hills”***. **When this check clears with the bank my reservation then becomes secure.**

- ❖ I understand that a gate code will be issued to me for my guests to use for this event. This code will be forwarded with my invitations or by other means, **but will NOT be posted on the gate box**.
- ❖ I understand I may request a key to the front door so that the door may be unlocked during the event and **THE FRONT DOOR MUST REMAIN CLOSED DURING THE EVENT**.
- ❖ I agree that the event ***may not start before 8am*** and ***must end no later than 2am***.
- ❖ I understand that The Village of Sewickley Hills does not encourage alcohol on its premises; I further understand that the use of alcoholic beverages is solely the responsibility of the user.
- ❖ I acknowledge the right of the HOA Board to make any and all judgments relative to the adherence of community rules regarding excessive noise and/or disturbances emitting from the clubhouse. ***I will adhere to the Board’s decision*** relating to these items.
- ❖ I understand that children under the age of 14 will not be left unattended for any reason.
- ❖ I understand that there is limited parking at the clubhouse, therefore, I will encourage my guest to park in areas that will not interfere with resident parking.
- ❖ ***I FURTHER UNDERSTAND THAT THE POOL AREA IS NOT A PART OF THIS RENTAL AGREEMENT AND EVENT GUESTS ARE NOT PERMITTED TO USE THE POOL AREA.***
- ❖ ***I FURTHER AGREE TO HOLD “THE VILLAGE OF SEWICKLEY HILLS” HARMLESS AGAINST ANY AND ALL DAMAGES, COSTS, AND LIABILITIES INCURRED AS A RESULT OF MY USE OF THE CLUBHOUSE.***

Resident Signature _____

Date: _____ E-mail: _____

Phone: _____

Continued on the back

APPENDIX A

Additional fees that may be applicable to the Clubhouse Reservation

Penalties

The following penalties will be assessed for those who fail to comply with the rules and regulations of the clubhouse during their use.

1. First Offense - Suspension of rental privileges for 3 months and/or up to a \$100 fine.
2. Second Offense - Suspension of rental privileges for 6 months and/or up to a \$300 fine.
3. Third Offense - Suspension of rental privileges for 1 year and/or up to a \$500 fine

SUSPENSIONS AND FINES WILL ONLY BE IMPOSED BY A MAJORITY VOTE OF THE HOA BOARD MEMBERS

Cleaning Fee:

A \$50 charge will be assessed if the Village of Sewickley Hills staff must perform any of the items listed below:

1. Removal of Trash
2. Moving furniture to its original position
3. Turning off lights and/or securing doors
4. Wiping clean counters, sinks, and tables
5. Wiping clean the kitchen floor
6. Vacuuming the carpet

Inspections and Violations:

If any violations to the rules are found, they must be reported to a Board member or the property manager before the next rental takes place. Under no circumstances does any member of the HOA have the right to approach or accuse a clubhouse renter of a violation to any of the clubhouse rental policies. Only the HOA Board has the ability to levy fines and/or suspensions against a homeowner for violations.