

## Camden Pointe Clubhouse Rental Information



Enclosed please find the rental application form you requested concerning the use of one of the Camden Pointe clubhouses. The application must be completed and returned with the clubhouse rental fee check and cleaning and damage deposit check prior to your use. The rental fee may be waived for neighborhood functions approved by the Board. Please send formal requests to waive the rental fee to [info@allinonemgmt.com](mailto:info@allinonemgmt.com) – Include the reason for the request and the nature of the function.

Please contact the volunteer clubhouse chair for additional information.

**Small Clubhouse** easily holds 25 people and is excellent for birthdays, showers and other cozy gatherings. The small kitchen includes a small refrigerator. The small clubhouse sits directly in front of the world renowned Camden Pointe Miniature Golf course. Clubs are in the building, but you will need to provide golf balls to enjoy our 9 hole competitive course.

**Large Clubhouse** holds a maximum of 100 people. The clubhouse has a full kitchen with easy access to restrooms. While swim suits are not permitted in the clubhouse, this facility provides a great view of the pool and is great place to host large parties and activities.

	Please send <u>two checks</u> with your application:
	Large Clubhouse non-refundable rental fee: \$110.00
--- or ---	
	Small Clubhouse non-refundable rental fee: \$50.00
--- AND	--- \$150 refundable damage and cleaning deposit.

**CLUBHOUSE KEYS:** Contact AIO at [info@allinonemgmt.com](mailto:info@allinonemgmt.com) at least 4 days prior to your reservation for the current lock box code to access the keys to the clubhouse you reserved. You will be required to return the keys to the lock box after your rental.

Rental fee and cleaning / damage deposit checks must be received at All-In-One Community Management **prior** to the release of the lock box code for the keys.

**CANCELLATIONS:** Must be made to All-in-One Community Management at least a week in advance in order to open it up to other residents. If cancellation is not made prior to the rental date, you may forfeit your rental fee.

<p>Please return application and both checks made payable to: <u>Camden Pointe HOA</u></p> <p>Mail to: Camden Pointe Clubhouse Rental c/o All-In-One Community Management 5200 Dallas Hwy/Suite 200 #266 Powder Springs GA 30127</p> <p>Contact Jeanne Deubel at <a href="mailto:info@allionemgmt.com">info@allionemgmt.com</a> with any questions.</p>
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*Camden Pointe*  
CLUBHOUSE RENTAL AGREEMENT

For RESERVATIONS & INFORMATION  
Contact: Jeanne Deubel [info@allinonemgmt.com](mailto:info@allinonemgmt.com)



KEEP A COPY OF THIS AGREEMENT FOR YOUR FILES: In consideration for allowing me the exclusive use of one of the CAMDEN POINTE clubhouses for a private function, I, the undersigned, agree as follows:

Nature of Function and Rules & Regulations of the Clubhouse

- I am renting the  LARGE or  SMALL Clubhouse. Please check one.  
For the purpose of: \_\_\_\_\_  
If this is a neighborhood function and no rental fee is required check here:
- This function will not be attended by more than \_\_\_\_\_ people.  
Maximum Occupancy: Large Clubhouse: 100; Small Clubhouse: 25. I understand I am being granted permission for exclusive use of the clubhouse only. This does not include exclusive use of the swimming pool, pool deck, tennis courts, miniature golf course or any other Association property. I further understand that the reservation permits my function to use only the Clubhouse for the hours of rental. Loud music or other noise (that can be heard outside the Clubhouse) is not permitted after 10PM.
- Event Date: \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.
- SETUP: If additional time is required to setup the clubhouse for your event, please work with the clubhouse chair to ensure the clubhouse is available. I request set-up time before my event on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).  
Early setup time, not more than 24 hours in advance of the event, will be provided depending on other uses of the clubhouse and may be limited to the same day as the event. Contact AIO by email to make arrangements for early access ([info@allinonemgmt.com](mailto:info@allinonemgmt.com)).
- I would / would not (please circle one) like a preview walk through of the clubhouse prior to my event. Please email AIO <[info@allinonemgmt.com](mailto:info@allinonemgmt.com)> to set up a time in advance of the clubhouse rental date to preview the inside.
- I understand that continued use of the Clubhouse after the hours for which it has been reserved will constitute a breach of this agreement and will result in the forfeiture of my deposit. The Association reserves the right to remove any participant who remains after the reserved time or who does not restrict his use to the Clubhouse.
- I agree to rent the Clubhouse under the terms and conditions as set out below. The facility key is the property of the Association and must be returned to the Clubhouse Chairperson. Failure to return the key may result in a delay or forfeiture of the return of my deposit. If the keys are lost, I understand the cost of replacing the keys will be deducted from my deposit. I agree that until the final walk-thru has been conducted with Clubhouse Chairperson, the condition of the clubhouse is my sole responsibility. The walk-thru should be done no later than 24 hours after my event.
- I acknowledge that rights to rent/utilize the facility will be disallowed if I am in arrears as to any assessment or fee due the Association.
- I will submit payment in the form of two (2) checks to cover the non-refundable rental fee and cleaning and damage deposit. Rental fees: Large Clubhouse: \$110; Small Clubhouse: \$50. Refundable cleaning and damage deposit is \$150. Both checks are payable to the CAMDEN POINTE HOA. A \$150 refundable damage deposit is required with every reservation. The non-refundable rental fee will be waived if attendance is open to all Camden Pointe residents. Checks should be mailed to CPHOA, c/o All-In-One Community Management Inc., 5200 Dallas Hwy/Suite 200 #266, Powder Springs GA 30127
- Fee is due and payable upon the submission of this Application and Rental Agreement, no later than ten (10) days preceding the planned function. I understand that the payment includes a \$150.00 cleaning and damage deposit, refundable under the circumstances described below.
- I understand that the aforementioned cleaning & damage deposit of \$150.00 will be used to pay for cleaning costs and any and all damages resulting to the Clubhouse, its contents, or any other portion of the property for my actions or any actions of persons present at, attending, or in any other way related to my function. I agree to notify the CP Clubhouse Chair and AIO Community Management of any damage or cleaning problems within 24 hours. I understand that any charges made against my deposit are at the discretion of the CP HOA. If costs of repairs exceed the amount of my deposit, I agree to pay the Association the full cost of all repairs within ten (10) days of receipt of written explanation of the damages and a bill from the Association for such repairs. I agree that all deposits, fees, and expenses incurred by the Association as a result of the use of the Clubhouse under this Agreement shall be considered an assessment and constitute a lien against my property and shall be fully collectible as provided for in the Association's Declaration, Bylaws, and relevant Georgia statutes. Subject to the noted deductions, the deposit will be refunded in whole or in part by mail.

12. Children's events must be chaperoned by adults to a ratio of 1 adult to every 8 children. This includes children 18 and younger. An adult is defined as a person over the age of 18 responsible for the safety and well being of the children involved.
13. I agree to be bound by the Clubhouse rules to clean the facilities after use and to return the Clubhouse to a re-rentable condition in order to have the \$150.00 deposit returned. No "day after" clean-ups are allowed. Clubhouse must be secured, and all doors closed and locked, lights turned off and thermostat turned down.
14. Cleaning includes floor swept and mopped, kitchen includes window, sink, back splash, counter tops, and empty/clean refrigerator, stove, and microwave. All furniture replaced, all tables cleaned, and chairs replaced. Wipe walls, woodwork and doors if needed. All garbage bagged and deposited outside the clubhouse in the dumpsters located in the parking lot, and all exterior signs, which may have been posted, are removed. I will provide my own trash bags and cleaning materials.
15. The entire interior of the Clubhouse is a non-smoking facility. Swimming attire is not permitted inside the Clubhouse. Helium balloons and candles/lanterns/votives are not allowed in the Clubhouse. No tape or any type of adhesive is allowed on dry wall, moldings, ceiling or windows.
16. Signs and balloons are permitted in front of the clubhouse during the event. They should not be placed any earlier than 1 hour before the event begins and should be removed during the clean up immediately following the event.

**Notice of Liability**

17. I assume all responsibility, risks, liabilities, and hazards incidental to the activities applied for (including, but not limited to the serving of alcoholic beverages), and hereby release and forever discharge the Association, its officers, directors, employees, agents, and members, present, past and future from all claims, costs, causes of action, and liability for personal injury or death and damage to or destruction of property arising from my use of the Clubhouse and its appurtenances. I agree that no alcoholic beverage will be served to anyone under the age of twenty-one (21) years of age. If the Association determines or observes intoxicated guests or minors being served alcohol, the Association reserves the right to terminate the function and to ask my guests to leave.
18. I agree to indemnify & hold harmless the Association, its officers, directors, employees, agents and members, present, past and future, from any and all charges, claims, costs, causes of action, damages and liabilities (including but not limited to attorneys fees) for any and all injuries to either person or property, suffered by me, my family members, employees, agents, servants, guests, invitees, any member of the Association of any other person which arise from or are in any way related to the above activity, rental, or use of the Clubhouse.
19. I assume all responsibility for the actions and behavior of all persons present at, attending, or in any other way related to my function and agree to be personally responsible for causing all such persons to comply with the Camden Pointe Declaration, By-Laws, and Rules and Regulations. I acknowledge that violation of any provision of the Camden Pointe Declaration, By-Laws, or Rules and Regulations by any person present at, attending, or in any other way related to my function, may, in the sole discretion of the Camden Pointe Board of Directors, result in forfeiture of my deposit.
20. I understand that I am being granted the exclusive use the of the Clubhouse for the time period described above, subject to the right herein reserved by the Association to enter the Clubhouse and terminate my use thereof should the conduct of any person using the facility endanger the health, safety or well-being of any person or constitute a threat to any property.
21. I am at least twenty-one years of age and will be in attendance at my function. I hereby agree and represent that the Clubhouse will be used for lawful purpose only and that if any conduct at the function I am sponsoring violates federal, state or local laws or ordinances, my rights to the Clubhouse under this Agreement shall terminate and the Association shall have the right to take possession of the Clubhouse and instruct my guests to leave the property.
22. I understand that my reservation of the Clubhouse on the aforementioned date will not be confirmed nor will the Agreement be binding until such time as the Association or its agent has executed this Agreement. I have carefully read and understand this rental form and agree to be bound by its terms. Rules and Regulations are subject to change.

By CAMDEN POINTE HOMEOWNER:

\_\_\_\_\_  
*Signature of Responsible Owner in attendance* *Date*

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 Phone #(s) Email

# Clubhouse Use Checklist

## CLEANING CHECKLIST MUST BE RETURNED TO CLUBHOUSE VOLUNTEER ALONG WITH KEYS

The Association wishes that you experience an enjoyable atmosphere at your event. The Clubhouse has been cleaned and maintained to enhance your event. If you arrive at the Clubhouse and discover existing damage prior to your use of the Clubhouse, please immediately contact the Clubhouse Chairperson, any Board Member or All-In-One Community Management. By not contacting any of the above persons, you may be accepting the responsibility of the existing damage.

This completed Clubhouse Use Checklist must be signed and returned with the Clubhouse key before a full or partial refund of your deposit can be issued.

### Check In Checklist I encountered the following problems when I arrived at the clubhouse:

Please check one or more as needed:

- The kitchen was not clean or an appliance is not working.
- The main area was not clean.
- The restrooms were not clean or working.
- The following items were damaged or missing: \_\_\_\_\_
- Other Problem: \_\_\_\_\_  
-- or --
- No problems. The clubhouse was in good condition and ready for rental.

### Check Out Checklist Cleaning Checklist:

Please check each item off as you clean after your event, add notes as needed:

- Floors swept and mopped.
- Kitchen cleaned including stove, refrigerator empty, sink wiped.
- Faucets shut off; Oven shut off
- All items, including decorations, brought for my event have been removed.
- Trash has been deposited in the clubhouse in the dumpsters located in the parking lot
- Restrooms are clean, working and undamaged
- All furniture in its original placement.
- Lights turned out; A/C – Heat – set on low setting or off
- Doors locked.
- Keys returned to LOCK BOX and LOCK BOX locked
- Clubhouse chair, board member or TM notified of any damage or cleaning issues

I [am / am not] (please circle one) leaving the Clubhouse clean and in good condition and it is in condition to be rented immediately by a fellow homeowner.	
Signed: _____	
Printed Name: _____	Date: _____

<i>Camden Pointe HOA Use Only:</i>
Recommend Refund (YES / NO); Amount \$: _____
If not \$150, why: _____
Name, Signature, Date: _____