

# WOODGATE FARMS HOA

Professionally Managed by Associated Property Management, LLC  
5090 Park Ave West Seville, Oh 44273  
Phone: 330-722-3000 Fax: 330-722-3396

## Clubhouse Rental Agreement

This agreement between the Woodgate Farms Homeowners' Association and the Community Member for the rental of its Clubhouse, for a private event, shall be in accordance with the WFHOA Rules and Regulations. All requests will be granted based upon the order they are received and no more than 6 months in advance. Residents must be in good standing and are subject to approval from the WFHOA Management Company.

Requested by: \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Date of Event \_\_\_\_\_ Email \_\_\_\_\_

Start Time: \_\_\_\_\_ am / pm – End Time: \_\_\_\_\_ am / pm

Key FOB # \_\_\_\_\_, \_\_\_\_\_

The rental fee for the WF Clubhouse is \$150.00. Your checks for the \$150.00 security deposit (**dated for the rental date**) along with the appropriate rental fee amount (**dated with current date**) must be sent to Associated Property Management (APM) before the agreement is finalized.

**NOTE: Please make the two (2) checks payable to Woodgate Farms Homeowners' Association.** The security deposit will be returned (provided you enclose a SASE with your reservation) or shredded within 72 hours after the scheduled event, provided the Clubhouse is left in the condition prior to the event, no damage or loss has occurred, and there have been no infractions of the Clubhouse Rules and Regulations as deemed by the management company. The member reserving the Clubhouse is responsible for payment, repair, and/or replacement of ALL Clubhouse property damaged or lost during the event. This responsibility shall remain in effect until APM completes their portion of the checklist. Renters will not be called to correct violations. The Homeowner making the reservation must be in attendance for the **ENTIRE** duration of the event and is responsible for the conduct of all guests.

The member is also responsible for assuring the Clubhouse cleanliness at the conclusion of the event. Cleanliness is to be in accordance with the "Cleaning and Usage Checklist". Charges for unacceptable conditions not listed in the cleaning checklist will be deducted from the security deposit if they should occur.

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Cleaning must be completed immediately after the event. Therefore, the Clubhouse must be cleaned and closed by 12:30 A.M. All trash must be removed from the Clubhouse and placed into the provided outdoor trash receptacles at the conclusion of the cleaning.

Decorations may not be displayed using thumbtacks, tape, nails, etc., which may cause permanent damage to the paint or walls. The Clubhouse Committee suggests using blue painter's tape, 3M-command adhesive or sticky/fun tack to hang your decorations. All guest vehicles must be properly parked in the parking lot area. The parking area must be clean of any party-related debris after the function.

Members and/or guests are NOT permitted in the pool area during a private event. Reservations cancelled within: (7 days, a full refund will be given) (3 – 6 days, a \$20 cancellation fee will apply) (Less than 72 hour notice, no refund will be returned).

**Note:** Any infractions of the WFHOA Clubhouse Rules and Regulations or disturbances created as a result of the event may require the Association member to appear before the Board of Trustees for approval of any further reservations. The Board of Trustees has the right to suspend privileges of any member who has, in the opinion of the Board, abused the rules and regulations in this agreement. An automatic sixty (60) day non-use penalty will be imposed at the time of the said infraction or damage until the matter can be brought before the Board for their decision.

I understand and agree to abide by the WFHOA Clubhouse Rules and Regulations and understand that I am responsible for any loss or damage of WFHOA property, which may occur as a result of this event.

Signature of \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Homeowner \_\_\_\_\_

After the reservation is made online, this signed rental agreement and two checks must be received within two (2) weeks. If not received, the reservation will be cancelled.

Please mail signed contract and checks payable to *Woodgate Farms HOA* to:

***Woodgate Farms HOA,  
c/o Associated Property Management,  
5090 Park Ave West Seville, Oh 44273***

**\*\*Please read the Clubhouse Rules and Regulations document and review the WFHOA Cleaning and Usage Checklist located on the last page of this document. This checklist must be left on the sink countertop by the homeowner after cleaning has been completed.**

**WFHOA Cleaning and Usage Checklist**

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The form is to be signed and left on the sink counter top by the homeowner after cleanup is completed. Renters will not be called to correct violations.

Minimum	Acceptable	Note Exceptions	Unacceptable Charge
<b>1. Kitchen</b> Clean and empty refrigerator, clean microwave oven, counter tops, cabinet fronts, and sink			Up to \$5.00
<b>2. General Cleaning</b> Clean spills from tables, chairs, mantel, windows and windowsills. Wipe smudges from walls and windows. If needed, vacuum upholstered furniture and under cushions.			Up to \$10.00
<b>3. Garbage Removal</b> Empty wastebasket in kitchen .Remove all trash from Clubhouse and place in provided outdoor trash receptacles.			Up to \$20.00
<b>4. Food</b> Remove all food from premises.			Up to \$5.00
<b>5. Clubhouse Exterior</b> Make sure no debris from the event is left on the Clubhouse grounds. (paper, cups, cans, discarded cigarette butts, etc.).			Up to \$10.00
<b>6. Close/lock all windows/doors</b> Close all exterior & interior doors.			\$25.00 per infraction
<b>7. Clubhouse cleaned and closed by 12:30 A.M.</b>			\$100.00
<b>8. Pool area off-limits</b>			\$100.00
<b>9. Keep all doors/windows closed during event when the furnace or air conditioner is in use</b>			\$25.00
<b>10. All inside lights turned off.</b>			\$10.00
<b>11. All furniture, tables, chairs, and/or other Clubhouse items (i.e. vacuum cleaner) returned to original location.</b>			\$10.00 per categorical infraction

\_\_\_\_\_ / / \_\_\_\_\_ / /  
 Renter Signature Date WFHOA Inspector Signature Date

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**Please make sure that all doors are pulled tightly closed before leaving.**