



## **2019 CLUBHOUSE RENTAL INSTRUCTIONS and CONTRACT**

The following contractual agreement must be signed and returned with the \$125 security deposit. Full rental payment of \_\_\_\_\_ is due by \_\_\_\_\_. Your cleaning/security deposit check will be voided and returned to you within one week after your event if the criteria on the following checklist is met. Renter may be assessed a clean-up fee of up to \$200 if the clubhouse is not properly cleaned. Deposit is non-refundable if event is cancelled. As a courtesy, we will reschedule your event.

Please make your checks payable to Adams Park Pool and Clubhouse with the reservation date noted on the check. Turn in your rental agreement forms and checks to an Adams Park Representative by calling us at 706-940-2555 AFTER your reservation has been tentatively confirmed by Adams Park management. Notification of cancellation must be done 6 weeks prior to your event to receive a refund of your reservation fee.

The undersigned will have access to the pool / clubhouse from \_\_\_\_\_ to \_\_\_\_\_. Your deposit will automatically be revoked if these rental hours and all requirements as outlined here are not honored! You are responsible for ensuring the Property is left clean and ready for the next reservation.

The Clubhouse key must be promptly returned to the rentals box on the outside of the Clubhouse near the front door immediately following your event. Late key returns will result in an immediate deduction from your security deposit. If any doors are found to be open or unlocked, the entire security deposit is automatically forfeited.

**ACTS OF GOD AND NATURE:** Adams Park Pool and Clubhouse is not responsible for acts of God or nature. If the Renter cancels their reservation due to inclement weather and rescheduling of the event is desired, it will be dependent upon availability; there are no guarantees of future availability or preferential treatment if your event is canceled due to inclement weather. However since weather is unpredictable, in those cases of severe inclement weather, the 6 week notice may be waived and a full refund can be given, at the discretion of Adams Park Pool and Clubhouse Management.

**LIABILITY** for damage(s) to the premises shall be charged accordingly. Adams Park Pool and Clubhouse does not assume responsibility for loss or damage to property brought onto the premises. Be sure to take appropriate precautions to protect your property. All guests of the renter waive Adams Park Pool and Clubhouse from liability for any injury, loss of possession, or damage to personal property. The Renter assumes full responsibility and liability for any damages to the Clubhouse or surrounding property which results from the actions of the Renter or their guests.

Adams Park Pool and Clubhouse reserves the right to close a function at any time in order to maintain safety for all of our guests and to avoid destruction of Association property (clubhouse, pool, grounds, etc).

Adams Park Pool and Clubhouse is located in a residential area near several privately owned homes. When renting the clubhouse and pool area the peace and quiet of the neighborhood shall be properly respected. Loud and continuous disturbances are a violation of this rental agreement and shall not be tolerated. If the peace and quiet of the neighborhood is disturbed you will be requested to lower the volume of loud music or the noise level of your guests. The noise level of your music and behavior of your guests shall be monitored by you, the signed Renter, at all times during your event.

If your use of the facilities continues to violate the peace and quiet of the neighborhood and your guests continue to become overly loud, are drunk or disorderly endangering the safety of any resident or their guests, or if any behavior results in the destruction of Adams Park Pool and Clubhouse property, the police



shall be called to enforce the law. In cases where safety is jeopardized or destruction of property is eminent, Adams Park Pool and Clubhouse reserves the right to immediately shut down the clubhouse and pool area, at which time you shall be asked to leave. Failure to vacate the premises shall constitute trespassing and may result in removal from the facility by the Columbus Police Department.

Security deposit is forfeited if we receive complaints of loud and/or unruly behavior or if law enforcement are called. If your function is asked to end early, you will not be refunded ANY of the rental fee.

The Clubhouse and Pool will be closed at 10:00 pm each day, including for private events unless prior permission has been given by an Adams Park Pool and Clubhouse representative, no exceptions.

No pets are allowed at Adams Park Pool and Clubhouse. Service animals must have proper paperwork and may not be left alone at any time while on the property. Service animals will not be allowed in the pool under any circumstance.

No glass containers allowed outside around pool area. All music should be kept at a reasonable volume and should only be played indoors, so as not to disturb other guests or our neighbors. Any decor brought onto the property must be removed. No nails, tacks, staples, or any potentially damaging material may be used inside or outside to hang signs or decor.

The Pool and Clubhouse are separate spaces and are being rented as such. By renting the Adams Park Pool and/or Clubhouse and signing this contract, you acknowledge that paying members must retain access at all times to the pool and restrooms.

This Agreement between Adams Park Pool and Clubhouse and \_\_\_\_\_, a Renter of the Clubhouse and/or or Pool, establishes the conditions and requirements for rental of the Adams Park Pool and/or Clubhouse. At the time this agreement is signed and returned to the above location, Renter will pay a fee of \$125.00 for each reserved date for use of the clubhouse and/or pool on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. If the Renter cancels their reservation at least 6 weeks in advance, they will be refunded their entire rental fee and security deposit. Any cancellation less than 6 weeks in advance will result in a loss of the rental fee.

The Renter further agrees that a security deposit of \$125.00 shall be due at the time of reservation approval to insure the premises are cleaned and deemed satisfactory by a designated representative of Adams Park Pool and Clubhouse and that the key is returned to the rental box near the front door of the clubhouse immediately following the rental period. An inspection of the premises shall be conducted prior to the next rental, but not later than 24 hours following the use of the Clubhouse. The attached Clubhouse checklist will be used to determine satisfactory conditions, and shall be deemed a part of this contract. Following a successful inspection the deposit check shall be returned to the resident within one week. Any repair costs or additional cleaning expenses incurred by Adams Park Pool and Clubhouse shall be billed to the Renter. Adams Park Pool and Clubhouse reserves the right to collect the money for such repairs to the fullest extent of the law.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature of Agent for Adams Park Pool and Clubhouse

\_\_\_\_\_  
DATE



ADAMS PARK POOL AND CLUBHOUSE RENTAL QUESTIONNAIRE

Renter must sign this Questionnaire and the Rental Contract

Renter of Adams Park Pool and Clubhouse:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Requested (over 4 hours is an additional charge): \_\_\_\_\_

Type of event to be held at the Clubhouse: \_\_\_\_\_

Approximate Number of people expected to attend : \_\_\_\_\_

Will you be the individual holding the event? Yes \_\_\_ No \_\_\_

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

Will a donation or cover charge be collected at the door? Yes \_\_\_ No \_\_\_

Please mark selection(s): [  ] Clubhouse (Does not include both unless both are checked)

[  ] Pool

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
DATE

ALCOHOLIC BEVERAGES ADDENDUM

I, \_\_\_\_\_, am  
renting the Clubhouse and/or Pool located at 6300 Adams Park Drive, on  
\_\_\_\_\_(Date). I understand that I,

\_\_\_\_\_, will not be allowed to serve or sell any  
alcoholic beverages on the premises of the clubhouse during the above-referenced date if the following  
conditions are present: requesting money by donation, contribution, or door charge, for any purpose. I  
further understand that I will be responsible for any liability, if any, incurred by my guests for either violating  
this addendum or due to intoxication on the above referenced date.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature of Agent for Adams Park Pool and Clubhouse

\_\_\_\_\_  
DATE



**ADAMS PARK CLEAN-UP CHECKLIST**

Failure to complete will result in loss of deposit.  
(All cleaning supplies can be found in women's restroom.)

**KITCHEN (if used)**

- Discard all food.
- Remove all trash and garbage from the property.
- Wipe down all counter tops using provided wipes.
- Sweep and mop kitchen floor.
- Wipe down the oven, stove, microwave, sink, and refrigerator.
- Replace trash bag (new bags located under kitchen sink).
- Turn off all lights.

**BATHROOM & HALL**

- Clean sink and countertops using provided wipes.
- Clean toilets using Lysol cleaner and toilet brush.
- Clean the mirrors using Windex and paper towels.
- Mop the hall and restroom floors.
- Remove all trash and garbage from the property.
- Replace trash bag.
- Turn off all lights.
- Bathroom exterior doors to remain unlocked. Lock doors in hallway of clubhouse.

**MAIN ROOM:**

- Wipe all tables down using provided wipes.
- Remove all personal decorations.
- Mop the main room floors.
- Use Windex under kitchen sink to spot fingerprints on window and doors!
- Return all furniture to its' original position.
- Turn off TV and speaker, if applicable.
- Turn off all lights.
- Set air conditioner in summer to 78 and in winter set heat to 100 degrees.

**EXTERIOR/PATIO (if renting Pool and Patio area)**

- Remove all trash and garbage from the property.
- Sweep the deck area around the pool and re-position/straighten lounge chairs.
- Replace trash bags (new bags located under kitchen sink).

Please have guests enter and exit from the front clubhouse door. Please check the following exit doors after your event: front door of clubhouse, opposite back door in foyer, (3) kitchen doors, (1) door in men's restroom, (1) door in women's restroom, (4) doors in main room. ALL doors must be locked and secured. Your security deposit will be forfeited for ANY door left open or unlocked.

Please leave the clubhouse key in the box near the front door outside the clubhouse – thank you! If any of the above items are not done satisfactorily it shall, as a minimum, result in the loss (or partial loss) of the security/cleaning deposit at the discretion of the clubhouse manager!

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature of Agent for Adams Park Pool and Clubhouse

\_\_\_\_\_  
DATE

For problems or questions prior to or during your event, please contact management at (706) 940-2555.