

VILLAGE TOWNHOMES, INC.
Rules and Regulations for Clubhouse Rental
(Dates are not guaranteed until we receive a signed application and checks)

1. No smoking in the building, patio area or park area.
2. Do not put anything on the stove other than cookware.
3. Doors/windows must be closed by 9 pm. All guests must remain inside the clubhouse.
4. The playground closes at dusk. No guests are allowed in the playground after dusk.
5. The use of pool is NOT included in the clubhouse rental. Do not allow your guests access to the pool.
6. Renter of clubhouse is responsible for their guests' behavior and ensuring their adherence to the rules.
7. Renter is allowed one hour after rental time to clean premises.
8. No DJs or live music.
9. Homeowners who are behind in their dues are not eligible to rent the clubhouse. Account must be current.
10. No more than 50 people permitted in clubhouse. Parties exceeding this number will forfeit their deposit.

When cleaning up, remember to:-

1. All trash must be removed (including decorations and tape on walls). Trash must be bagged and placed in the trash bin in the enclosed patio for pickup by our crew. Remove any trash left in the playground or park area left by party guests. Do not use the trash cans in the park to dispose of your party's trash.
2. The playground is for children 12 years of age and younger. If children from your party are using the playground you must provide adult supervision. No one is permitted in the playground after dusk. No one is permitted in the park after 9 pm. You must clean up after your guests if they are in the playground and park area.
3. Vacuum carpet (the vacuum is located in the kitchen closet).
4. Entire floor including bathrooms and hallways must be swept and cleaned (machine provided in kitchen closet).
5. You must provide your own trash bags for the trash cans.
6. Turn off all lights when you leave and lock the bottom lock of the patio area.
7. Turn off air conditioner.
8. Drop off key in the mail slot when you are done.

You must leave the clubhouse, restrooms, playground, park and patio as clean as you found them!

You may forfeit your \$250.00 deposit if (1) these rules are not followed, (2) if police/patrol are called out for any reason, (3) the Association receives complaints from the neighbors regarding your party or (4) if you lose the clubhouse key. If the carpet is excessively dirty we will use \$50 of your deposit to have it cleaned.

Clubhouse Rental Fees:

1. There is a flat rental fee of \$50 for the day from the hours of 9 am to 11 pm.
2. A deposit (refundable) of \$250.00 is required
3. Two (2) separate checks are required. One for the rental fee and one for the deposit. Make checks payable to The Village Townhomes.

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CLUBHOUSE RENTAL WALK-THRU LIST

Keys can only be given to the person who will be locking up. Instructions will be given for the following:

1. Additional folding tables and chairs
2. How to use the music
3. Vacuum/broom/mop
4. Fire/stove extinguisher
5. Location of pull out trash cans – six (6) total.
6. Cleaning supplies
7. Ensure all doors are firmly closed and locked upon leaving.

Homeowner: _____

Address: _____

Phone Number: _____

Date of Rental: _____

Date of Inspection: _____

Signature of Inspector: _____

Received Clubhouse Key _____

(Signature)

Number of keys received: _____

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I have read the rules and agree that my party attendees and I shall abide by them. I agree that no one shall conduct any private or personal business, or promotions. I agree that the clubhouse shall be closed, locked and in release condition, as prescribed in the rules, by the designated time. If there is no other party the following day, arrangements may be made to extend the release condition time to 10 am the following day.

I guarantee, by virtue of this agreement, I shall be fully responsible for any and all actions or damage to the property that may result. I agree that failure to observe the rules will result in the immediate ending of the party and loss of deposit.

I understand that my full deposit or any portion thereof may be returned by mail. Deposits are only refundable after a Board Member or Office Persons inspects the premises. I understand a position or all of my deposit can be withheld for damages, unlocked doors, smoking in the building, excessively dirty carpet, etc. I agree that the Board of Director will be the sole judge of any damages. (Tenants must have homeowner signature giving permission to rent the clubhouse. Homeowner must sign rental agreement).

_____ Phone #: (____) _____ - _____ Date of Rental: ____/____/____
Homeowner Signature

_____ Phone #: (____) _____ - _____ Date of Rental: ____/____/____
Tenant Signature (If applicable)

*Please mail (or drop off) this page with your checks (Deposit and Rental Fee) to:
Optimum Professional Property Management
230 Commerce Suite# 250 Irvine CA 92602*

I have received from _____ (a homeowner or tenant in good standing) a non-refundable rental fee of \$ _____ and a refundable \$250.00 deposit to reserve the clubhouse for use on _____ / _____ / _____ from _____:_____ am/pm to _____:_____ am/pm.

A pre-party facility inspection has been conducted with the above person.

_____ / _____ / _____
Association Representative Date of pre-party inspection

_____ / _____ / _____
Association Representative Date of post-party inspection