

Cornerstone Park
Community Association, Inc.
Clubhouse Rental Agreement

C/o Elite Management Professionals
4112 Blue Ridge Road Suite 100
Raleigh NC 27612
Office 919-233-7660
Fax 919-233-7661
www.elite-mgmt.com
kirstenrowland@elite-mgmt.com

The clubhouse facility may be rented for private events sponsored by **Cornerstone Park** homeowners. All clubhouse rentals are limited to the hours of 10:00 A.M. to midnight with a maximum attendance of 45 people. For every 10 guests under the age of 25 years, an adult over the age of 25 must be present.

The **Cornerstone Park Community Association, Inc. (CPCA)** reserves the right to grant or deny rental of the clubhouse and to determine what hours the clubhouse may be rented. In scheduling use of the clubhouse, Association functions shall take precedence over private parties, and must be scheduled at least 7 days before the requested date.

In the event that there is a rental the prior evening, rentals may not begin until noon to allow time for clubhouse preparation. Sponsoring owner(s) must be present for the duration of the event. **The use of the swimming facility/pool deck is not included with rental of the clubhouse.** Vehicles may park in the clubhouse/pool parking lot ONLY.

The Association management company, Elite Management Professionals, will officially reserve the facility, subject to availability and only upon receipt of required deposit, rental fee and signed rental agreement. Mail or deliver completed forms to the address above. The rental agreement, along with deposit and rental fee, must be received no later than 1 week prior to the rental date in order for the rental to take place. It is your responsibility to contact management and ensure that your agreement and payment have been received. Please submit separate checks for rental fee and deposit payable to Cornerstone Park Community Association, Inc. One check will not be accepted.

Clubhouse Rental Fee Homeowners
Clubhouse Security Deposit

\$75.00 (Non-refundable)
\$250.00 (Refundable)

It is understood and agreed that the clubhouse will be clean and in good condition before the event. CPCA will provide cleaning of the bathrooms after the event. The sponsoring homeowner is expected to remove all items brought for the event immediately after the event. Any items left in the clubhouse will be removed and a portion or all of the deposit will be forfeited. Sponsoring homeowner is responsible for placing all trash in the outside trash bin.

The clubhouse will be cleaned the day after an event. At that time, an inspection will be made of all the facilities to determine if any damage has occurred. The security deposit will be refunded only after the property has been inspected and found to be in good order. It is also understood and agreed that any damage to the facility, its furnishings and equipment therein which is in excess of the security deposit shall be the sponsoring homeowner's responsibility. Security Deposit refund, in whole or in part, is at the sole discretion of the Board of Directors and/or HOA Management Company and will be mailed no later than ten business days after the rental period. Keys must be returned prior to any refund.

The CPCA reserves the right to expel any members and guest(s) not conforming to the rules and regulations or causing undue commotion. Renters are reminded that the Clubhouse is in a residential neighborhood. As the balcony is exposed to residences in Cornerstone Park, we ask you to refrain from using the balcony after 11:00 P.M. It is expected that all facility renters will treat the property with respect. No kegs are allowed inside the clubhouse – they must be outside at all times. Any event which provides alcohol to guests must sign the Host Liquor Liability section of the rental application.

The Association reserves the right to change fees as needs require. Homeowner Association dues must be current in order to reserve the clubhouse.

I/We, the owner(s) have read and agree to abide by the provisions of this Agreement and the Rules of the facilities and agree to comply with the same.

(Homeowner Signature)

(Date)

THE CORNERSTONE PARK COMMUNITY ASSOCIATION CLUBHOUSE IS A NON-SMOKING FACILITY!
REMEMBER, NO PETS OR WEAPONS ARE PERMITTED IN THE CLUBHOUSE OR POOL AREA.

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Clubhouse Rental Application

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Homeowner Information

Name: _____

Address: _____

Phone: Cell: _____ Home: _____ Work: _____

E-mail _____

Rental Date: _____ Time: _____ to _____

Rental Purpose: (Example: business meeting, birthday party, book club, etc.)

No. of People Attending: _____

- I, the undersigned Cornerstone Park Community Association Inc. Homeowner, am requesting to reserve the Cornerstone Park Clubhouse for the date and times indicated above.
- My signature certifies that I have read and understand the reservation policies and procedures and the rental fees.
- If my reservation request is accepted, I agree to abide by these policies and procedures and to pay all applicable fees and deposits.
- It is understood and agreed that I am accepting responsibility for the clubhouse (including furnishings and equipment) during the reservation period and will be fully responsible for all costs incurred by the Association to repair any damage.

Will alcoholic beverages be served? **YES:** _____ **NO:** _____

Host Liquor Liability Agreement

The undersigned hereby agrees to accept Host Liquor Liability and all responsibility for the event, agrees to comply with all state and federal laws regarding alcohol and agrees to hold Cornerstone Park Homeowners Association, Inc. & Elite Management harmless for any incidents arising from the use of the facility.

Homeowner Signature _____

Date: _____

I hereby agree to the following cleaning procedures. I understand that failure to follow these cleaning procedures will result in the forfeiture of some or all of the deposit. I understand that any damages to the clubhouse above my \$250 will be billed to me. I understand that failure to completely lock any of the clubhouse doors will result in a minimum of a \$50 fine.

General rules for cleaning all areas of clubhouse.

- **NOTHING** may be attached/adhered/affixed to the walls or wallpaper in any room with tape, pins, pushpins, putty, etc.
- **Confetti is not allowed**, as it cannot be vacuumed or easily cleaned up.
- **All Garbage should be bagged and placed in the outside trashcans.**
- Please do not permit young children to eat or drink on the carpeted areas or upholstered furniture.
- Wipe all tables and chairs and place neatly in the closet.
- Ensure that all lights are turned off and **doors are locked.**

General rules for cleaning the wet bar:

- Sweep the floor.
- Scrub down sink and wipe down counter tops and cabinets.

General rules for cleaning the main room:

- Use spot cleaner on any rug stains and sweep the floor.
- Wipe glass doors and/or windows as necessary.

Initial _____

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Clubhouse Checklist

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PLEASE COMPLETE UPON DEPARTURE FROM THE CLUBHOUSE AND RETURN TO ELITE MANAGEMENT FOR THE RETURN OF YOUR DEPOSIT.

- _____ Wipe all tables and chairs
- _____ Sweep the floor. If cleaning of the wood laminate floor is necessary; renter agrees to use water only. *Any other cleaning agent could damage the flooring resulting in damage charges.*
- _____ Use spot cleaner on any stains in rug
- _____ Scrub down sink and wipe down counter tops and cabinets.
- _____ Wipe glass doors and/or windows as necessary
- _____ Ensure that bathrooms are neat and trash removed
- _____ All garbage bagged and placed in the outside trash bins
- _____ Ensure that all personal items are removed from the facility at the end of the rental period. ***Any items left after the rental period will be removed and disposed of without notice.***
- _____ Ensure that all lights are turned off and doors are locked

I certify that I have completed all items listed above.

Signature _____

Name _____ Phone Number _____

Date of Rental _____

CLUBHOUSE ADDRESS:
8217 Shadow Stone Court
Raleigh NC 27613

Please return to:
Elite Management Professionals, Inc.
Attn: Kirsten Rowland
4112 Blue Ridge Road Suite 100
Raleigh NC 27612
Fax: 919-233-7661
Email: kirstenrowland@elite-mgmt.com