

Coffee Creek Clubhouse and Pool Rental Information

Rates and security deposit for rental are as follows:

\$50 for clubhouse only after Pool closes for the season in 4 hour increments

OR

\$100 for pool and clubhouse use on Mondays after 3 p.m. until 10 p.m.

AND

\$50 refundable security deposit written on separate check from rental fee

How to rent

1. Check the Clubhouse/Pool Rentals calendar at <http://www.coffeecreekhoa.org/pool---ponds.html>.
2. Download a copy of the rental agreement found on the Coffee Creek website (URL above).
3. Email a completed copy of the Pool/Clubhouse Rental Agreement to admin@wandmconsulting.com.
4. Make a check out to Coffee Creek HOA for:
 - a. \$50 if renting clubhouse only in off season **OR**
 - b. \$100 if renting pool and clubhouse during pool season.
5. Make a second check out to Coffee Creek HOA for the \$50 refundable security deposit.
6. Mail the two checks to Coffee Creek HOA | PO Box 140432 | Broken Arrow, OK 74014 or drop off with Pool Coordinator.

Day of rental

Before your event

1. Your pool card will be activated for date and time of your rental remotely. Keys will not be activated prior to your event time.
2. The keys to the clubhouse, bathroom, and pool gate deadbolt (pool gate only applicable to off season clubhouse rentals) may be picked up from the Pool Coordinator the day of your event.

During your event

1. **No** balloons of any kind are permitted around the pool area.
2. **Do not** use any kind of tape on the walls.

After your event

1. Wipe down all cabinets, chairs and tables are wiped down
2. Sweep and mop the clubhouse floors (make sure no water is left on the floor)
3. Put furniture and chairs up
4. Make sure all trash and decorations in the clubhouse, pool area and bathrooms is picked up
5. Thermostat
 - a. Turn off the air conditioning during the summer **OR**
 - b. Set the thermostat to 50 degrees during the winter
6. Turn off all lights and fans
7. Lock the clubhouse
8. During winter months, lock the pool gate deadbolt
9. Return the key(s) you were provided back to the Pool Coordinator

Management Company: W&M Consulting | 918-928-9917 (text or call)

Pool Coordinator: Pam Masingale | 918-381-7505 (text or call) | 14005 E. 104th St. N.

POOL/CLUBHOUSE RENTAL AGREEMENT

Date of Event: _____

Time of Event: _____

Please note: Private parties can only be held on Monday's between 3 p.m. and 10 p.m. All parties Must end by 10 p.m.

INITIAL AND DATE:

_____	_____ receipt of keys for pool and/or clubhouse
Date	Homeowner
_____	_____ return of keys for pool and/or clubhouse
Date	Pool Coordinator
_____	_____ inspection of pool and clubhouse
Date	Pool Coordinator

NOTE CONDITIONS OF POOL AND/OR CLUBHOUSE AREA:

good in need of cleaning in need of repair

If repairs are needed, please indicate nature: _____

Homeowners Name: _____

Address: _____

Home Phone: _____ Work or Cell Phone: _____

- Any member or guest who causes damage to association property will be responsible for the Cost of the repairs, including any incident which requires the pool to be drained, filled, and Chemically balanced.
- Any member or guest who does not leave the pool and/or clubhouse in a clean and tidy Condition will be responsible for the cost of the cleaning.
- No alcoholic beverages or tobacco products of any kind are allowed in or around the pool and Clubhouse areas.
- All swimmers must comply with the posted pool rules.
- Any Inventory that is missing from the clubhouse, refrigerator or freezer, you will be charged for.

Your signature below indicates that you have read and understand all the above information. It also Indicates that you, all family members and your guest agree to abide by the rules/regulations listed. Failure to do so could result in assessment of damage/clean-up fees, suspension, and/or dismissal from the pool and clubhouse.

Signed: _____ Date: _____