

## **CENTENNIAL COMMONS CLUBHOUSE TERMS OF RESERVATION AGREEMENT**

In consideration for Centennial Commons Homeowners Association, Inc., allowing me the exclusive use of Centennial Commons Clubhouse and equipment and furnishings therein (the "Clubhouse"), I, the undersigned member of Centennial Commons Association, Inc. agree as follows:

1. I understand that I am being afforded the exclusive use of the Clubhouse only.
2. I understand the clubhouse rental is for a maximum of 6 consecutive hours on the specified date. The clubhouse closes at 11:59 p.m. Any use of the clubhouse after 11:59 p.m. will constitute a breach of this agreement and will result in forfeiture of my deposit.
- 3.. I understand and agree that there is a maximum of 50 people and no more than 15 cars allowed per this Agreement. I understand and agree that there will be no music (or loud noise) after 11:00 pm at the Clubhouse.
4. I understand if it is necessary for the clubhouse entrance doors to remain open for any reason, I will turn the Thermostat to "OFF" so as to not have air/heat run unnecessarily.
5. I will make a non-refundable rental fee payment of \$90.00 (\$50.00 -clubhouse rental \$40.00-required COVID cleaning fee) to the Association. I understand and agree that this deposit will be used to pay for cleaning costs and any and all damages resulting to the Clubhouse, its contents, or any other portion of the Association property from my actions or any actions of persons present at, attending, or in any other way related to my function. There will be a minimum cleaning fee if a cleaning service is needed after your rental. I understand that any charges made against my deposit will be explained. If costs of repairs exceed the amount of my deposit, I agree to pay the Association the full cost of all repairs within 10 days of receipt of a written explanation of the damages and a bill from the Association for such repairs. I agree that all deposits, fees, and expenses incurred by the Association as a result of the use of the Clubhouse under this Agreement shall be considered an assessment and constitute a lien against my property and shall be fully collectible as provided for in the Association's Declaration and By-Laws.
6. I assume all responsibility, risks, liabilities, and hazards incidental to the activities applied for (including, but not limited to the serving of alcoholic beverages), and hereby release and forever discharge the Association, its officers, directors, employees, agents, and members, present, past, and future, from any and all claims, costs, causes of action, and liability for personal injury or death and damage to or destruction of property arising from my use of the Clubhouse and its appurtenances. If alcoholic beverages will be served at, or brought to the function, then I understand and agree that I am responsible for ensuring that any consumption or serving of alcohol at the function is done strictly in accordance with Georgia law. I further acknowledge and agree that no alcoholic beverages will be sold, manufactured or made at the function.
7. I agree to indemnify and hold harmless the Association, its officers, directors, employees, agents, and members, present, past, and future, from any and all charges, claims, costs, causes of action, damages and liabilities (including but not limited to attorney's fees) for any and all injuries, to either person or property, suffered by me, my family members, employees, agents, servants, guests, invitees, any member of the Association or any other person which arise from or are in any way related to the function and/or the rental or use of the Clubhouse.

**8.** I assume all responsibility for the actions and behavior of all persons present at, attending, or in any other way related to my function and agree to be personally responsible for causing all such persons to comply with the Association's Declaration, By-Laws, and Rules and Regulations, including the Centennial Commons Clubhouse Policy attached to this Agreement. I acknowledge that violation of any provision of these Documents by any person present at, attending, or in any other way related to my function, may in the sole discretion of the Association's Board of Directors, result in immediate termination of the function and forfeiture of my deposit.

**9.** I understand that I am being granted the exclusive use of the Clubhouse for the time period described above subject to the right herein reserved by the Association to enter the Clubhouse and terminate my use thereof should the conduct of any person using the facility endanger the health, safety, or well-being of any person or constitute a threat to any property. I agree that all furniture is to be used for the purpose for which it was intended inside the clubhouse and shall not be moved to the outside of the clubhouse.

**10.** I am a member of the Association, at least twenty-one years of age, and will be in attendance at my function. I hereby agree and represent that the Clubhouse will be used for lawful purposes only, and that if any conduct at the function I am sponsoring violates federal, state or local laws or ordinances, my rights to use the Clubhouse under this Agreement shall terminate and the Association shall have the right to take possession of the Clubhouse and instruct my guests to leave the property.

**11.** Subject to those deductions provided for in this Agreement, the deposit will be refunded in whole or shredded upon completion of rental checklist satisfaction. If any damages are assessed as a result of your rental, your security deposit will not be refunded and additional fees may apply.

**12.** I understand that my reservation of the Clubhouse on the aforementioned date will not be confirmed nor will this Agreement be binding, until such time as this Agreement has been executed by the Association.

I hereby agree to abide by the rental agreement in my possession and have read the rules and regulations for the Centennial Commons Clubhouse. I am a member in good standing with the homeowner's association dues.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Email** \_\_\_\_\_

**CENTENNIAL COMMONS CLUBHOUSE TERMS OF RESERVATION**  
**AGREEMENT**

**AMENITIES 5 DIGIT PASS NUMBER** \_\_\_\_\_ (no application will be processed without the amenities swipe pass number)

**DATE OF FUNCTION** \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME/CELL PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

EMERGENCY CONTACT:NAME/PHONE \_\_\_\_\_

PURPOSE OF FUNCTION \_\_\_\_\_

TIME OF FUNCTION \_\_\_\_\_

NUMBER OF ATTENDEES: \_\_\_\_\_

PARKING SPACES NEEDED: \_\_\_\_\_

**MAKE CHECKS PAYABLE TO CENTENNIAL COMMONS HOA** (WITH CLUBHOUSE RENTAL AT THE BOTTOM OF THE CHECK).

DROP THE CLUBHOUSE AGREEMENT ALONG WITH YOUR \$50.00 RENTAL FEE AND \$200.00 DEPOSIT IN THE HOA MAILBOX AT 5247 CENTENNIAL HILL DR.

ON ENVELOPE: ATTENTION: CLUBHOUSE RENTAL

AFTER PAYMENT AND AGREEMENT HAS BEEN RECEIVED, YOU WILL BE NOTIFIED BY THE BOARD AND ARRANGEMENTS WILL BE MADE TO ACTIVATE YOUR AMENITIES SWIPE PASS. AFTER YOUR FUNCTION, PLEASE COMPLETE AND SIGN ALL ITEMS ON THE CHECKOUT LIST. THE CLUBHOUSE MUST BE LEFT CLEAN AND IN GOOD CONDITION.

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_ CHECK# \_\_\_\_\_

DEPOSIT CHECK RETURN DATE \_\_\_\_\_

<b>Centennial Commons Clubhouse Rental Checkout List</b>	<b>Name:</b>
	<b>Date of Rental:</b>

<b>X</b>	<b>Task</b>	<b>Special Notes</b>
	<b>Clean Kitchen</b> <ul style="list-style-type: none"> <li>• Counters &amp; Sink</li> <li>• Coffee Maker</li> <li>• Clean out and wipe down refrigerator</li> </ul> <b>Clean Bathrooms</b> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Sinks</li> <li>• Floors</li> </ul>	No food is left in disposal or refrigerator  If necessary after party use, particularly off season
	Sweep/vacuum floors and rugs	
	Return all furniture and accessories to original locations  Fireplace off	
	Close and lock all doors and windows Set Thermostat to "RUN" Take out garbage from all areas  Turn ALL lights off (including bathrooms)  Lock Door	Garbage cans are outside of clubhouse-around the corner to the LEFT as you are exiting the building. You must supply your own bags.  Door must be closed for alarm to set properly

Please note any comments or problems you experienced during your rental:

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sign and return this form, to the HOA Box at 5247 Centennial Hill Dr. Deposits will only be returned after a clubhouse inspection is made. There is a minimum \$50 cleaning fee if it is necessary to hire a cleaning service after your rental.**