

Revised and approved* 12.13.23

ATTACHMENT B
IVY WOODS CONDOMINIUM ASSOCIATION
CLUBHOUSE RENTAL FORM

Please reserve the Ivy Woods Clubhouse for:

Name of Resident: _____

Unit Address of Resident: _____

Telephone Number(s): _____

Date of Event: _____ Time - From: _____ to: _____

Type of Event Scheduled (Activity): _____

Please enclose two (2) separate checks payable to "Ivy Woods Condominium Association". Checks must be from the account of the owner or resident of Ivy Woods; no second party checks are accepted.

One check in the amount of \$75.00 for the rental fee. Check#: _____

Second check in the amount of \$150.00 for the security deposit. Check #: _____

The clubhouse must be returned in the same condition as it was received; in a clean condition. All lights and air conditioning/heating will be set accordingly after use. All doors must be locked when vacating the premises.

The undersigned agrees to adhere to all of the Ivy Woods Condominium Association Clubhouse Rules for the event and to ensure that their guests do the same.

Resident Signature

Date

(management use only)

Clubhouse Inspected Prior to Event: _____ Comments: _____

Clubhouse Inspected After Event: _____ Comments: _____

Premises & Equipment left in satisfactory condition: yes _____ no _____

Security Deposit Returned/Withheld: Returned _____ Withheld _____

Amount Withheld:

Reason:

CLUBHOUSE

To rent the clubhouse, a rental form is required with a remittance of a **\$75** rental fee and a **\$150** deposit. Unit Owners who wish to hold a “resident only” event can do so without payment of the rental fee or the security deposit. For other functions, the deposit will be forfeited if an inspection determines the clubhouse has not been properly cleaned. Contact Rj Community Management to make the reservation maryann@rjcmgt.com

The following furniture is available for your use:

- 3 - 8’ long folding tables**
- 1 - 10’ long folding table**
- 1 - long rectangular dining table with 8 chairs**
- 24 - folding chairs**
- 2 - small leather sofas with seating for 3 on each**

See attachment B for IVY WOODS CLUBHOUSE PARTY INSPECTION CHECKLIST

The following rules must be adhered to:

1. The clubhouse may be rented only for social events and meetings.
2. Occupancy of the facility is limited to fifty (50) persons.
3. Only Residents may reserve the clubhouse and must be present during the entire function.
4. No smoking is permitted in the clubhouse.
5. All food and trash must be bagged and removed from the premises after a function and deposited into one of the outdoor trash containers.
6. The clubhouse must be thoroughly cleaned after each use by the renter.
7. Damage incurred during an event will be billed to the renter.
8. The renter must turn off lights, air conditioning; or the heater must be set according to the season. (Air Conditioning at 76 and heat set at 65 degrees when you leave.)
9. All doors must be locked and the key returned immediately after the event.
10. No pets are permitted in the clubhouse at any time.
11. Minors must be accompanied by an adult at all times and are not at anytime permitted to consume alcohol in the clubhouse.
12. Do not attach items to the wall with tape, staples or nails.
13. Do not use anything that may be a fire hazard. The only candles that may be used are candles on a cake.
14. **Wooden Dining table must be covered with a tablecloth.**
15. The clubhouse may be rented any day of the week. All rental events shall end no later than 11:00 P.M. on Friday and Saturday nights and 9:30P.M. on Sunday through Thursday nights.

Violation of any rules listed in this document could result in a daily fine of \$15.00 and appropriate action taken per incident. Renter is responsible for all damages and will be billed accordingly.

IVY WOODS CLUBHOUSE PARTY INSPECTION CHECKLIST

Pre-Party	(Insert any comments beside line item)	Post Party
	Bathrooms	
	Sink and Toilet Cleaned	
	Wastebaskets - garbage bagged and removed	
	General Cleanliness -Mirror as well	
	Paper Towels and Toilet Paper - Refill if needed	
	Kitchen	
	* Coffeepot - empty and clean	
	Countertops - clean	
	Garbage Can in Closet - empty (use own bags or replace all used)	
	Floor - free of litter	
	Furniture - in original position	
	* Micro waves - empty and clean	
	*Refrigerator - free of party food, including ice	
	Sink- clean	
	Great Room	
	Area Rug- clean and vacuumed	
	Decorations - removed	
	Fireplace - turned off if used	
	Furniture - in original position; folding tables, etc., stored	
	Remotes 2 - on fireplace	
	Flooring sweep and mop - use the mop in utility closet	
	Wipe off all tables including plastic	
	Cover the dining table during event with tablecloth	
	Before you leave	
	Lights off-window blinds set at uniform length -Door Blinds Closed	
	Thermostat set at seasonal temperature -Winter 65 Summer 78	
	Back Door Locked, All Windows Locked	
	Garbage removed - Clubhouse has no garbage service	

Refer to Clubhouse Rental Rules

Renter Signature Pre-Check _____
 Committee Member

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expenses assessed or charged to the Unit Owner in the date order in which the assessment was incurred. The only exception will be amounts received from magistrate or court actions, which will be credited in compliance with the pleading or the decision rendered in that action.

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security deposit. For other functions, the deposit will be forfeited if an inspection determines the clubhouse has not been properly cleaned. Contact Rj Community Management to make the reservation. See attachment B for blank form. Additional forms are available from Rj Community Management or available on their website at <https://www.rjcmgt.com/iwc.html>. The following rules must be adhered to:

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