

Highline Club Clubhouse Rental Agreement

Subject to all rules and procedures established for its use, the undersigned resident of the Highline Club, agrees to rent the Clubhouse on the following date(s) _____ from _____ (insert hours) for a private function. Residents may not rent the Clubhouse for events held by non-residents. Owners reserving the Clubhouse **MUST BE IN ATTENDANCE** at the function being held. Rental fee and deposit check must be from the owner renting the Clubhouse and made payable to the Highline Club Homeowners Association.

Usage of the Clubhouse shall include the use of the pool deck, but does not included usage of the swimming pool or spa, which shall remain open and available to all other Highline Club residents. **POOL PARTIES ARE NOT PERMITTED BY THIS AGREEMENT.**

The resident agrees to the following:

- Resident accepts the clubhouse and all equipment, furniture, appliances in their present condition.
- Resident is responsible for all loss, damage and breakage, including any losses exceeding the \$100 damage deposit.
- Resident agrees to pay a rental fee of \$25 per rental day.
- Resident is responsible for conduct of all guests.
- Party decorations using tacks, pushpins or tape/adhesives that mar the walls are not allowed.
- Resident will leave the Clubhouse cleaned and the furniture arranged, as required by the Clubhouse Cleaning procedures on page two of this agreement. In lieu of self-cleaning, the Resident may elect to have the Highline Club janitorial cleaning service perform the post-rental cleanup for a fee of \$100.00 to be deducted from the \$100 damage deposit. Resident shall notify Highline Club management of this election at the time this agreement is signed. Resident elects Highline Club cleaning service [INITIAL]_____. Resident declines cleaning service [INITIAL]_____ and hereby acknowledges and understands the required clubhouse cleaning procedures on page two of this agreement.
- All trash will be collected and placed in the black Clubhouse garbage collection bin for disposal. Any excess trash that cannot fit into the Clubhouse collection bin shall be taken to the host Resident's unit for disposal. **If not satisfactorily cleaned, the resident agrees a cleaning charge of \$100 will be deducted from the damage deposit.**
- Candles or open flames are not allowed within the clubhouse.
- Loud noise and loud music are not permitted.
- Usage of the Clubhouse is restricted to family, friends and/or neighbors. The Clubhouse is not to be used for any function where an admittance or attendance fee will be charged or where merchandise or services will be offered or displayed for sale.
- Clubhouse interior space may be used by Resident up to midnight for Friday or Saturday evening rentals, and up to 10pm for Sunday through Thursday evening rentals. In no event shall the Clubhouse pool deck and other Clubhouse exterior areas be used beyond 10pm on any evening rental.

RESIDENT ACKNOWLEDGES RECEIPT OF A COPY OF THIS AGREEMENT AND CLEANING PROCEDURES.

Rental fee and damage deposit check must be from the owner renting the Clubhouse. Please make checks payable to the Highline Club Homeowners Association.

Owner

Highline Club

(Insert name, address, and phone)

By Property Manager

Rental check (# _____) for \$25.00 and damage deposit check (# _____) for \$100 received.

CLEANING INSTRUCTIONS ON THE BACK OF THIS FORM

CLUBHOUSE CLEANING PROCEDURE

Cleaning supplies are located under the kitchen sink or in storage room.

The following is a checklist of items to be completed in the cleaning procedure:

- KITCHEN
 - Wipe down countertops
 - Remove all leftover food items
 - Dispose of used cutlery, plates and cups
 - Clean sink and faucet
 - Empty refrigerator, wipe surfaces, wipe door handle.
 - Sweep up debris and mop liquid spills or stains from kitchen floor
 - Dispose of trash (see below in **bold**)
- BATHROOMS
 - Wipe down faucets and sinks
 - Make sure toilets are clean and toilet paper restocked
 - Wipe countertops
 - Dispose of trash (see below in **bold**)
- Main Room
 - Wipe down all tables and chairs
 - Return all furniture to its proper place
 - Make sure sofa and chair pillows replaced as found
 - Sweep debris and mop any liquid spills or stains from main room floor
- Pool Deck
 - Inspect and wipe down any deck chairs and table used and return to proper place
 - Inspect and clean deck of any food or liquid debris.
- **BAG TRASH AND DEPOSIT IN CLUBHOUSE GARBAGE COLLECTION BIN. ANY EXCESS TRASH BAGS THAT DO NOT FIT COMPLETELY INSIDE THE CLUBHOUSE GARBAGE BIN MUST BE REMOVED FROM CLUBHOUSE AND TAKEN TO HOST RESIDENT'S UNIT FOR DISPOSAL. DO NOT LEAVE BAGGED TRASH OUTSIDE ON CURB, OR OUTSIDE COLLECTION BIN.**
- **Place materials eligible for recycling under the Denver recycling program (see recycle bin lid for list of eligible materials) into purple recycle collection bin. Any excess materials that do not fit into the purple bin must be taken to host resident's unit for recycling.**
- Turn off all lights and fans. Make sure the doors are locked.
- Survey the surrounding grounds to assure bottles, cans, trash and other debris are cleaned up.

All activities, including cleaning, must be completed by midnight. If it is necessary to clean the following morning, prior arrangements must be made with a member of the Board or Property Manager

USE OF THE CLUBHOUSE DOES NOT INCLUDE ACCESS TO SWIMMING POOL. THE ASSOCIATION AND OUR INSURANCE DO NOT PERMIT POOL PARTIES.