

## THE GREENBROOK TOWNHOUSE ASSOCIATION RULES FOR RENTING THE CLUBHOUSE

**COST:** \$65.00 per event (NON-REFUNDABLE)  
**DAMAGE DEPOSIT:** \$350.00 damage deposit required. All or portion to be refunded upon inspection of clubhouse and return of the key.

I \_\_\_\_\_, the renter of the clubhouse and owner of record of unit(s) in The Greenbrook Townhouse Association, agree to the following conditions for the use of the clubhouse and for the refund of the damage deposit.

### USAGE RULES:

1. The clubhouse capacity is limited to 49 people
2. **The pool is not part of the clubhouse rental and use of the pool by clubhouse guests is prohibited**
3. Association dues must be current
4. The clubhouse is available to rent from 8:00 a.m. to Midnight.
5. No ice chests or drink containers are allowed in the hallway, they must remain in kitchen
6. The large table is NOT to be moved or used for hot objects.
7. If a tenant of a unit in the community wants to rent the clubhouse facility, the **owner of the unit MUST** sign the rental agreement, thereby acknowledging their knowledge of the rental and liability as the owner of the unit.
8. Smoking is prohibited
9. Firearms of any type are prohibited in the clubhouse
10. The Greenbrook Board of Directors has full discretion to disallow rentals for any reason.

### BEFORE RETURNING THE KEY, THE FOLLOWING ITEMS MUST BE PERFORMED:

1. Vacuum all main floor carpeting and runner. Do **not** use the vacuum on tile. Use broom or dust mop. Renter must use own vacuum.
2. Mop kitchen, entryway floor tile and bathrooms with **warm water** only using a rag mop, then a dust mop when dry
3. Wipe off kitchen counters and sink
4. Clean out refrigerator, microwave, stove and oven
5. Clean bathrooms and empty waste baskets
6. Empty all waste containers and remove waste to your home for disposal.
7. Put all tables and chairs back in closets and return any furniture moved to original areas
8. Remove all decorations and tape, including balloons on the ceiling
9. **WINTER** - Turn heat down to 65° degrees each day before leaving. **DO NOT TURN HEAT OFF \_\_\_\_\_ (Initial here)**

**SUMMER** - Turn off the air conditioner each day before leaving. If the air conditioning is left on longer than the scheduled rental date, you will be responsible for the fees incurred  
**(Initial here)**

10. Turn off the fireplace
11. Turn off the lights
12. Lock the door
13. Arrange for an inspection of the premises for compliance of the above-mentioned items as well as the return of the clubhouse key (If key is lost, payment for replacement of key and locks will be billed to the above-mentioned renter).
14. If decorating, use only scotch tape or small pins. Remove all before leaving.
15. Blot up spills on the carpet, immediately. You may use a small amount of warm water if necessary. Immediately blot the stain with a clean dry cloth **DO NOT USE ANY TYPE OF CLEANING SOLUTION**. Report what was spilled to the rental manager, when the key is returned.
16. The renter assumes all liability for functions held and agrees to indemnify,

**See Reverse Side**

release and hold harmless the Association, its directors, agents and volunteers against claim, suit, demand, damages or causes of action related to the renter's use of the facilities. The renter agrees to hold the Association harmless for any injury or damage caused or by any person during the period in which the renter has the care and control of the clubhouse by virtue of this agreement.

17. Notwithstanding any information above, the renter is liable for ALL damage to the clubhouse and any injury to attendee of the function during the period of usage. The renter agrees that no property or liability insurance policy of the Association shall be used to offset damage done by or to the renter or any of his/her guests or invitees. If damages cost exceeds the amount of the deposit, these excess costs will be charged against the owner's account in the same manner as a maintenance fee.

**POOL USE BY ATTENDEES OF ANY CLUBHOUSE FUNCTION IS PROHIBITED**

**CHILDREN MUST BE SUPERVISED AT ALL TIMES. PLEASE DO NOT ALLOW CHILDREN OR OTHER ATTENDEES TO CLIMB TREES OR CLIMB OR JUMP FROM ANY ROCK WALLS OR OTHER STRUCTURES EXTERIOR TO THE CLUBHOUSE. THE ASSOCIATION WILL NOT BE RESPONSIBLE FOR ANY ACCIDENT OR INJURY IN CONNECTION WITH THESE ACTIVITIES.**

**NOTICE REGARDING AVAILABILITY OF FACILITY:** Not all dates and/or times may be able to be accommodated. All efforts will be made to accommodate every rental request.

I agree to all of the above rules and procedures. I understand that violation of any of these conditions may result in the forfeiture of part or all of my damage deposit or anything in excess as stated in number 16.

\_\_\_\_\_  
Tenant Name (If applicable)

\_\_\_\_\_  
Tenant Phone Number (if applicable)

\_\_\_\_\_  
Unit Owner Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Unit Address

\_\_\_\_\_  
Home and Work Phone

**Pre-Inspection:**

\_\_\_\_\_  
Time

\_\_\_\_\_  
Date

**Key Picked Up:**

\_\_\_\_\_  
Time

\_\_\_\_\_  
Date

**Key Returned:**

\_\_\_\_\_  
Time

\_\_\_\_\_  
Date

**Post- Inspection:**

\_\_\_\_\_  
Time

\_\_\_\_\_  
Date

**Deposit Check Returned:**

\_\_\_\_\_  
Time

\_\_\_\_\_  
Date

\*For clubhouse reservations, please contact John Wolfrum at Colorado Property Management Group.  
(303) 671.6402 ext. 18 or John@withcpmg.com