**THE PARKS**

**AT DURHAM LAKES**

**Community Clubhouse Guidelines and Rental Agreement**

The Parks at Durham Lakes Clubhouse is available for reservation to all homeowners in the Community that are current on their homeowner association dues.

**RESERVATION AND DEPOSIT**

To reserve the Clubhouse for any function, complete the Reservation Form located on the Community website [www.theparksatdurhamlake.com](http://www.theparksatdurhamlake.com) and mail to the indicated address, or e-mail to pdlhospitalitycommittee@gmail.com . Reservation requests should be submitted no less than two weeks prior to the event. Please allow 7 days for a response.

**Reserving the clubhouse will require a deposit of $200.00 due at time of reservation**.

Clubhouse rental fee:

$250 per day from 8:30am to 11:00pm

$200 Security Deposit

**Payment is due on or prior to date of rental.**

Fifty dollars ($50.00) additional rental fee is required for use of the pool (up to 10 guests).

All reservations are subject to a One Hundred Dollar ($200.00) security deposit. The security deposit will be refunded immediately after the event if the terms of this agreement are met. Lack of cleaning, returning the room to the original condition or staying past your allocated time will result in the forfeiture of a portion or the entire $200.00 deposit.

**RULES AND RESTRICTIONS**

1. The clubhouse has a maximum capacity of fifty (50) people. No gathering may exceed this number of guests.
2. The Clubhouse is available between the hours of 8:00am and 11:00pm. Violations of this time restriction will constitute a deduction from the deposit.
3. No alcoholic beverages may be consumed or served in or around the clubhouse.
4. The Clubhouse has a No Smoking policy. Renters will not permit smoking inside the Clubhouse.
5. No tape of any kind should be placed on the walls.
6. No balloons should be hung from the ceiling fan.
7. Thumb tacks may be utilized for your decorations.
8. Clubhouse must be restored to its original appearance.
9. Clubhouse inspections will be conducted with the reserving homeowner both before and after the event.

**CANCELLATION POLICY**

Clubhouse rental must be canceled a minimum of one week prior to the event in order to receive a 100% refund of your $200 deposit. Cancellations made up to 72 hours of the event will receive 50% refund of the deposit. And cancellations less than 72 hours of the event are nonrefundable.

**DISCLAIMER**

I agree to be responsible for the condition of the facility after I have used it and to leave the facility in the same clean condition in which I found it. I agree to pay for all repairs and damage to the building facilities and/or equipment resulting from or related to the use of the Clubhouse and to pay the cost to replace any furniture, fixtures, TV, equipment and property that are damaged during my rental.

Initial:

The Parks of Durham Lakes HOA is not responsible for the actions of any of your guests while at the clubhouse or while on the property of The Parks of Durham Lakes, any repair, replacement, and/or cleaning necessitated by negligence and/or willful acts of my guests or myself.

Further, I agree to hold harmless The Parks of Durham Lakes HOA, its members, officers, directors and agents, from any and all losses, claims, damages, liabilities, expenses, attorney’s fees and costs, and obligations arising out of and related to injury of any person, or damage to or loss of any property occurring as a result of, related to, or in connection with the use of the Clubhouse facilities by me, the Renter and/or my guests against all liabilities and expenses including without limitation attorneys fees related to any loss or damage arising from the above identified event.

Initial:

**CLUBHOUSE LIST OF CLEANING CHARGES**

Please be advised that fees owed by the renter (due to additional cleaning) will be due within 72 hours after the date of the clubhouse rental.

CLEANING CHARGES

* Mop kitchen floor $10.00
* Mop bathroom floors $10.00 each
* Empty/clean refrigerator $35.00
* Clean the oven/stove $35.00
* Empty garbage containers $20.00
* Remove tape from walls $50.00
* Return furniture to original position $30.00
* Clean Clubhouse patio/pick-up trash $25.00
* Extra cleaning in bathrooms $30.00
* Remove decorations/balloons $15.00

The charges listed above are average prices only. If a higher cleaning cost or repair is needed, Renter will be responsible for all final costs and the $200.00 deposit will be automatically forfeited.

I certify that I have read the guidelines for renting the clubhouse at The Parks at Durham Lakes and agree with the terms and conditions.

**Date and Time of Event**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Homeowner’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Homeowner’s Name

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Hospitality Committee Signature Date

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Hospitality Committee Print

If you have any questions please contact the hospitality committee at hospitality@theparksatdurhamlake.com