



REQUEST FOR USE OF THE BRENTWOOD CLUBHOUSE

Rental

Owner's Name(s) _____

Owner's Address _____

Phone _____ Email Address _____

Non-Refundable Rental Fee: \$300

Refundable Deposit: \$150

Event Date(s) _____ Time From: _____ Time To: _____

Number of Guest Expected _____

Will alcohol be served: _____

Are you current with your association fees? _____

Note: The Clubhouse is under 24-hour surveillance.

**PLEASE READ THE CLUBHOUSE RENTAL RULES, THE STANDARD CHECKLIST, AND
THEIR DETAILS YOU AGREE TO BEFORE SIGNING ON THE LAST PAGE**

Renter's Initials _____

BRENTWOOD CLUBHOUSE RENTAL RULES

1. For rental purposes, the area to be rented (hereafter referred to as the "rental area") shall include all areas inside the clubhouse except the back storage room and storage closets that are locked. The rental does include the side patio, but the pool deck and pool are off limits and not part of the clubhouse rental. Note: Rental does include the use of tables and chairs purchased by the HOA.
2. The rental area can be reserved for private use by any Resident in Good Standing (hereafter referred to as the "Renter") with the Brentwood Homeowners Association (hereafter referred to as the "Association").
3. The rental area of the Clubhouse is NOT to be a facility for use by outside organizations. No Resident may reserve the rental area for use by a non-resident.
4. The Renter must agree to always be present, be responsible for their guest behavior and any damage to the rental area or adjacent common areas.
5. There should be no boisterous behavior before, during or when departing the clubhouse.
6. The maximum number of people permitted in the rental area at any one time is to be determined by City and/or Local fire codes.
7. Renters may only use the Clubhouse for the times that have been reserved. Renters should not enter the clubhouse outside of the rental time without authorization from the HOA Board or its designee.
8. The Renter and guests must park only in the parking lot adjacent to the Clubhouse in the designated parking spots during the rental, with no cars left in the parking lot overnight. Vehicles should only be using the circle drive to unload, before and after a party. Vehicles parked otherwise may be towed away at the Owners' expense.
9. The Association's Board of Directors, or its designee, reserve the right to be able to access all portions of the Clubhouse at any time.
10. Pets are PROHIBITED except for service animals.
11. Decorations from the parties may not be nailed or tacked to any surfaces. Renters will be responsible for any damage that was caused by decorations.
12. Swimming apparel may not be worn inside the rental area at any time.
13. Alcoholic beverages may not be sold under any circumstances. The use of any alcoholic beverages must be confined to the rental area. The Renter must abide by State and Local Laws and ensure those that are consume alcoholic beverages are at least 21 years of age.
14. In the event of damage to the rental area, the Renter must notify Sentry Management as soon as possible.
15. Any infractions or disturbances resulting from the activity in the rental area which requires police authorities to respond and/or act shall be considered a violation of these rules.

Renter's Initials_____

16. Upon completion of the rental, it is the responsibility of the Renter to ensure that the Clubhouse Checklist is complete. Failure to meet all items on the rental checklist will result in the withholding of a portion or all of the security deposit and/or extra charges unless the Resident performs whatever is necessary to meet the guidelines of the checklist.
17. Rental Hours are 9am until midnight. All guest, including the Renter, must leave the premises by this time.
18. The HOA Board, or its designee, will perform an inspection on the clubhouse, no less than 48 hours after the rental. Once the inspection is complete, the Renter will be contacted about the refunding of their deposit.
19. In the event the Clubhouse is not rented the day before the rental date, the Renter may be able to enter the clubhouse early to set up for their rental. Renters will be provided at least 48 hour's notice, if early entry to the clubhouse is available.
20. In the event the Clubhouse is not rented the day after the rental date, the Renter may be able to enter the clubhouse the day after the rental for clean-up. Renters will be provided at least 48 hour's notice, if entry to the clubhouse the day after the rental is available.

Renter's Initials _____

Clubhouse Rental - Cleaning Checklist (Resident Cleans)

Make sure all of these items are complete when your rental time ends. The clubhouse must be returned to its original condition or your security deposit will not be returned. If you have any issues with any of these items either the Management Company or HOA Board of Directors must be notified immediately.

Clubhouse Rental - Cleaning Checklist (Paid Cleaning)

Make sure all of these items are complete when your rental time ends. The clubhouse must be returned to its original condition or your security deposit will not be returned. If you have any issues with any of these items either the Management Company or HOA Board of Directors must be notified immediately.

- All Clubhouse furniture and décor back to its original place.
- HOA provided chairs and tables are cleaned and returned to the original place
- All food and drink are removed from the fridge and freezer, and it's wiped out
- All event decor removed
- All surfaces wiped down
- All floors swept
- Thermostat returned to its original temperature
- All trash removed and taken to the outside trash cans and trash bags* replaced (if trash doesn't fit in the outside trash cans, then you must take it with you)
- Any items brought to the clubhouse must be removed
- All doors are locked, and alarm is set
- Clubhouse key is returned to the lockbox

Sentry Management Contact Information:

Katie Wells - kwells@sentrymgt.com

After-hours Phone Number: (859)263-8757

Renter's Initials _____



Certification:

I certify that I have selected the appropriate rental type and received an accompanying set of rules and regulations. I have read and fully understand the Contract Agreement and agree to abide by the rules and regulations set forth by the Association. Any violation of these rules will result in the forfeiture of part or all of the security deposit. The Board may determine, in its sole discretion, to prohibit future use of the clubhouse. This is in addition to any other remedy available to the Association, including the filing of a lien for any costs or damages suffered by the Association.

The Renter accepts all risks associated with the rental and use of the clubhouse. The Renter shall hold harmless and indemnify the Association and the Association’s Directors against any and all claims, expenses, costs, settlements, liabilities, judgments and damages, including attorney’s fees and court costs, suffered by the Association and the Association’s Directors, that arise out of this rental and use of the clubhouse.

The Renter agrees to abide by all federal, state and local laws, ordinances and regulations relating to the rental and use of the clubhouse and agrees to indemnify and hold harmless the Association and it’s Directors for any breach by the Renter and/or the Renter’s guests, invitees, volunteers, participants, and agents of such laws, ordinances and/or regulations.

Resident Signature: _____ Date Submitted: _____

Approved by: _____ Date Approved: _____