

Chancellors Ridge - Clubhouse Rental Agreement Form

****Please read this information in its entirety!****

YOUR RESERVATION IS NOT FINAL UNTIL YOU HAVE RECEIVED A CONFIRMATION EMAIL FROM CAS INC AND YOUR ACCOUNT HAS BEEN CHARGED.

The clubhouse facilities may be reserved by any Chancellors Ridge Homeowners Association member, of at least 21 years of age, for the purpose of hosting a private event. The clubhouse is a non-smoking facility. The reserving member must be present at the said event at all times. The Board of Directors has authority to deny a rental for any reasonable cause, in a uniform manner.

The Homeowners Association management company, CAS Inc, will officially reserve the facility, subject to availability, and receipt of completed rental agreement. To inquire about availability, please contact carry@casnc.com or 910-295-3791 Ext. 1406.

To secure your reservation, you must complete this Clubhouse Reservation Request form in full. Once CAS is in receipt of your rental application and confirms that your request has been approved via email, a \$235.00 rental fee will be applied to your HOA account.

****Rentals booked with less than 7 days' notice will be charged an additional cleaning fee of \$55.00.****

Please be advised that the owner renting the clubhouse is solely responsible for any and all damage caused to Association property during the event (including furnishings and equipment therein) and any damage to the Association property will be collected from the owner and be deemed an assessment secured by lien under N.C.G.S. 47C-3-116 or N.C.G.S. §47C-3-116, as applicable.

- No pool privileges come with the reservation of the clubhouse. (That is, NO usage of pool by renter or guests of clubhouse events).
- Only 85 persons are allowed in the clubhouse at once. This rule is accordance with the local fire ordinances.
- The clubhouse may not be used after 1:00am for any event. After 11:00PM all doors and windows must be closed and the music turned down and contained to appropriate levels within the building. Doors and windows should be closed whenever the heating or air conditioning is in use.
- Any member MAY NOT use the clubhouse for personal gain, profit or commercial use. The clubhouse is exclusively for the use of Chancellor's Ridge HOA homeowners and their guests and may not be used for functions that are opened to the public.
- No admission fee or charge of any kind may be levied to the guests of a private party or function. The clubhouse may not be used for private or personal fund raising events for any club or organization without the prior approval from the Board of Directors.
- No one under 21 years of age is allowed to consume alcoholic beverages on the premises. At Association functions, alcoholic beverages are permitted on a 'bring your own' basis only and are only to be consumed by persons 21 years of age and older. In no way will alcoholic beverages be served by the Association.
- Upon completion of your event the clubhouse temperature MUST be set to the following: Summer/Spring AC 75 degrees; Winter/Fall Heat 55 degrees. Renter is responsible for any resulting expenses, if they fail to ensure these settings.
- NO Tape and/or staples may be applied to the walls or ceiling. Tape may be applied to the painted trim.
- An owner who is delinquent in payment of any assessment or fine will be denied use of renting the clubhouse until their account is paid current.

Chancellor's Ridge Clubhouse Rental Checklist

Please complete the following upon departure from the clubhouse and return to CAS Inc. at carry@casnc.com

Name of Renter: _____

Date/Time of Event: _____

Exterior (including connecting deck areas)

- Parking lot and outside area clean from any debris associated with the event.

Interior - General

- Place all trash (including any decorations put up) in **one trash receptacle** for cleaning crew to pick up.
- Ensure doors and windows are locked.
- Turn off all lights and fans before exiting the building.

Main Area

- Ensure furniture, if rearranged, is placed in original position.
- If used, return folding chairs and tables to their original area (front side room).
- Turn off TV (and sign out of any apps used).

Bathroom

- Remove all trash and place in one trash receptacle.

Kitchen

- Remove all food from the refrigerator. Any trash should be placed in a garbage bag and consolidated to one trash receptacle. Do not leave filled garbage bags on the floor as it may leak and damage the floor.

Please note any damage below, if applicable. If no damage, please verify by signing below.

Signature/Date: _____

I verify the above has been completed.

Signature/Date: _____