

Cornerstone Park
Community Association, Inc.
Clubhouse Rental Agreement

C/O:
Community Association Services, Inc.
1930 North Salem Street, Ste 101
Apex, NC 27523-8204
forms@casnc.com

Securing Your Reservation

Contact your community manager, cecilia@casnc.com, to confirm availability. Upon confirmation, please submit this form to forms@casnc.com. Once received, a **\$125.00 rental fee** (to cover the cost of professional cleaning afterwards) will be applied to your account to be paid online.

Homeowner Information

Name: _____

Address: _____

Phone: _____ E-mail: _____

Rental Date: _____ (two weeks' notice required)

Time: _____ (no earlier than 10 am) to _____ (no later than 11 pm including clean-up time)

Rental Purpose: (Example: business meeting, birthday party, book club, etc.) _____

No. of People Attending: _____ (**Max is 25**)

- I, the undersigned Cornerstone Park Community Association Inc. Homeowner, am requesting to reserve the Cornerstone Park Clubhouse for the date and times indicated above.
- My signature certifies that I have read and understand the reservation policies and procedures and the rental fees.
- If my reservation request is accepted, I agree to abide by these policies and procedures and to pay all applicable fees and deposits.
- It is understood and agreed that I am accepting responsibility for the clubhouse (including furnishings and equipment) during the reservation period and will be fully responsible for all costs incurred by the Association to repair any damage.

Will alcoholic beverages be served? **YES:** _____ **NO:** _____ (**if yes, sign below**)

Host Liquor Liability Agreement

The undersigned hereby agrees to accept Host Liquor Liability and all responsibility for the event, agrees to comply with all state and federal laws regarding alcohol and agrees to hold Cornerstone Park Homeowners Association, Inc. & CAS, Inc. harmless for any incidents arising from the use of the facility.

Homeowner Signature

Date:

Rental Guidelines

The use of the pool and pool deck are not included.

No Smoking. No Pets.

Parking is only permitted in the actual parking lot.

Two weeks' notice required for reservation. Payment must be processed at least one week prior.

It is reserved on first come basis. The association may not be able to accommodate multiply rentals in a week.

The facility is rented for the entire day. 10 am – 11 pm.

The responsible Cornerstone Park resident must be present the entire rental. Please be advised that the owner renting the clubhouse is solely responsible for any and all damages to Cornerstone Park's property and following the post rental check-list. The cost of any repairs or additional clean-up needed will be collected from the owner as an assessment to their account per § 47F-3-107 and secured by lien if left unpaid N.C.G.S 47C-3-116.

(Homeowner Signature)

(Date)

RETURN TO FORMS@CASNC.COM

Post-Rental Check List:

**PLEASE COMPLETE UPON DEPARTURE FROM THE CLUBHOUSE AND
RETURN TO CAS, INC. forms@casnc.com**

Nothing was attached/adhered/hung on the walls of the clubhouse
Wipe all tables and chairs
Sweep the floor. If cleaning of the wood laminate floor is necessary; renter agrees to use water only.
Use spot cleaner on any stains in rug
Scrub down sink and wipe down counter tops and cabinets. Remove all items from the refrigerator.
Wipe glass doors and/or windows as necessary
Bathrooms are neat and trash removed
All garbage bagged and placed in the outside trash bins
All personal items removed. The association is not responsible for returning any left items.
All lights are turned off and doors are locked

I certify that I have completed all items listed above.

Signature _____

Name _____ Phone Number _____

Date of Rental _____

HOW TO MAKE AN ONLINE PAYMENT

1. Go to www.casnc.com, on right hand side of page select "Pay your dues".
2. Enter the information as prompted.
 - A. Management Company's ID# 937
 - B. Community ID# 418
 - C. Your 10 digit property account#

If you have questions or need assistance making an online payment, please contact customer service at 910-295-3791 x2, or email customerservice@casnc.com.

NOTE: There is a 3% service fee if paying by credit card & \$5 for debit cards, there is no fee for one time or recurring e-check payments.

CLUBHOUSE PHYSICAL ADDRESS:

8217 Shadow Stone Court
Raleigh NC 27613