

## GREENMOOR CLUBHOUSE RENTAL AGREEMENT

Only Owners may rent the facility. This Agreement cannot be signed by a non-owner.

This Agreement is made between Greenmoor Homeowners Association and the undersigned Owner(s) of Greenmoor for the rental of the Association's Clubhouse.

Owner's Name: \_\_\_\_\_

Key Fob Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Requested Date\*: \_\_\_\_\_

Time of Function: \_\_\_\_\_

Event Planned: \_\_\_\_\_

Approx # of Guests: \_\_\_\_\_

(Maximum Occupancy is 58 per Town of Apex)

\*The date(s) and time(s) must be reserved at least 96 hours (4 business days) in advance, and a \$125.00 non-refundable rental fee is required.

**Step 1:** Check the availability at the community calendar on NABR. Select Calendar under Residents. "Private Event" indicates it is already reserved. The Clubhouse is also not available during community events and meetings, also noted on the calendar.

**Step 2:** Submit the form to forms@casnc.com for open date(s) you wish to reserve. You must include your fob number.

**Step 3:** An invoice will be emailed to you. Payment must be processed for your fob to be activated for clubhouse use.

### **Terms and provisions of this Agreement are as follows:**

1. "Host" shall mean all Owner(s) signing this Agreement. To reserve the Clubhouse, the \$100 non-refundable rental fee must be paid online. Please return this completed form to forms@casnc.com. An invoice with online payment instructions will then be emailed to you. Host must be present for the duration of the event and is jointly and severally liable for all obligations under this Agreement.
2. After each rental of the clubhouse, the Host is required to leave the space in the same condition as before the rental. This includes, but is not limited to, the disposing of the **garbage off-site**, vacuuming, SWEEPING AND MOPPING the clubhouse and bathroom. If the Clubhouse or adjacent common areas require additional cleaning and/or the facility or any contents are damaged, the Host, at the sole discretion of the Association is liable and shall reimburse the Association for its reasonable costs and expenses incurred. The Host is responsible for turning off all lights and locking all the doors and windows. This includes relocking the bathroom access door.
3. The Association shall add any cleaning costs, costs for penalties against the Rental Agreement, any costs or expenses necessitated by any damage to the Clubhouse, contents or adjacent common areas to satisfy or partially offset such costs or expenses. These costs/fees will be added to the Homeowner's Association account and are subject to Delinquent and/or Collection Fees, as with unpaid Assessments.
4. Reservations will not be accepted more than three months in advance.
5. The Clubhouse is available for rental from 7am to 10pm Sunday – Thursday and 7am to midnight Fridays and Saturdays. For a holiday that falls on a weeknight, the Clubhouse will

be available until midnight.

6. TAPE, BALLOONS AND BANNERS ARE **PROHIBITED**.
7. The clubhouse is not available for pool parties. The doors leading onto the pool deck shall be kept locked at all times. Absolutely no pool tables or chairs are to be set aside on reserve for a clubhouse rental.
8. The Fitness Center is not to be used under any circumstance by the homeowner(s) or guest(s) during the rental.
9. The Host is responsible for the alcohol consumption and compliance with alcohol beverage laws and regulations. Please make sure your guests drink responsibly. The Host expressly assumes all liability which may arise out of or relate to the use or occupancy of the Clubhouse for the rental.
10. There is NO smoking in the clubhouse or on the premises at any time.
11. The Host expressly agrees and covenants to release, indemnify and hold harmless Greenmoor Homeowners Association, Inc., and CAS, Inc., and their respective officers, directors, agents, employees, independent contractors and volunteers (the "Released Parties"), from any and all harm, damages, claims, fines, suits, demands, actions or other liability, including without limitation personal injury, death, or property loss of any person, and including costs and expenses of any kind or nature whatsoever including without limitation attorney's fees, which arises out of, relates to or results from the use or occupancy of the Clubhouse and related common areas for the Event.
12. The Host is responsible for conduct of all guests. The Host expressly assumes liability for any all and all damage to the Clubhouse, its fixtures, furniture and other items of personal property, or to the related common areas, which arises out of or relates to the use or occupancy of the Clubhouse for the rental.
13. Violations of any of these terms constitute grounds for the Association to terminate the rental and charge additional fees. The Board of Directors holds the right to charge additional fees, refuse any rental, and suspend rental of the Clubhouse for any owner for up to one (1) year if misconduct occurs.

**Understood and Agreed to:**

Owner Signature: \_\_\_\_\_

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

**Online Payment Instructions:**

1. Go to [www.casnc.com](http://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# 547
  - C. Your 10 digit property account#
3. If you have questions or need assistance making an online payment, please contact customer service at 919-367-7711 x2, or email [customerservice@casnc.com](mailto:customerservice@casnc.com).
4. 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.

## Greenmoor Clubhouse Event Checklist

The following items are to be completed by the individual(s) renting the Clubhouse. The user(s) will be notified after a final walk-through by a clubhouse committee member, or management, of any conditions that may result in additional fees to be charged to Homeowner's Account.

- The Host is required to provide their own cleaning supplies; however there are some in the cabinet under the TV.
- The restroom is to be left clean, tables wiped and trash removed from site.
- No food/beverage items to be left on-site following usage.
- Trash containers are to be emptied and trash carried home with you to be put with your trash that is picked up weekly.
- Place CLEAN trash bags in all trash containers.
- All lights are to be turned OFF.
- All doors are to be **LOCKED**.
- Final walk-through will be completed within 24 hours.
- All floors will be swept and mopped or vacuumed (as appropriate) and left in pre-usage condition. Broom and mop are located in storage closet in the hallway near the single bathroom.
- Ensure that smudges on walls and windows are removed.
- All furniture will be placed back in pre-usage location.
- Host will not allow wet bathing suits inside Clubhouse on floor and furniture during event.
- Host will not allow smoking on the premises.

In the event of an operational issue with this facility, please contact CAS, Inc. at 919-367-7711 (x1504 during business hours or follow the prompts for after hours emergency during non-business hours). The bathroom lockbox code is 9326.

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Owner Signature

Date