

## **Griffin Park Homeowners Association (HOA)**

### **CLUBHOUSE RENTAL INSTRUCTIONS and CONTRACT**

The Griffin Park HOA clubhouse is available for personal parties to all Griffin Park, Griffin Gate, and the Enclave at Griffin Park residents, in good standing with the HOA. The cost of 2-hour event is \$50.00, or \$150.00 per day for commercial events (i.e., events where products are sold or formal business is conducted). You are allowed an additional hour before the event begins for set-up, and an additional hour after for cleanup. If your event needs to exceed 2 hours, additional event hours can be booked at \$25/hour. You will still be given an hour before and after the event for set-up and cleanup. A separate \$100 dollar deposit written in the form of a check will also be required to ensure the clubhouse is cleaned and returned in the condition it was rented. The deposit will be returned within 48 hours upon inspection of the facility after the personal or commercial event.

**NOTE: The pool area including the pergola is not available for private parties. Your rental is for the Clubhouse area only. In the event that you or your guests plan to swim during your Clubhouse reservation and the number of swimmers is  $\geq 10$  people, you will also be required to hire a lifeguard from Griffin Park's pool management company for the entire time of the Clubhouse reservation. Thus, the pool area, kitchen, and fitness room shall be available at all times to HOA members during any and all clubhouse events. Clubhouse rental includes reserving common area. Kitchen may be used during and up to 30 minutes prior to reserved time.**

Please contact the HOA at [GPHOA@outlook.com](mailto:GPHOA@outlook.com) with any questions.

The following contractual agreement must be signed and returned with the rental fee(s) and a separate check for the \$100 security deposit within seven days of the initial reservation request in order to keep your reserved rental date. Your cleaning/security deposit check will be voided and returned to you within forty eight (48) hours after your event if the criteria on the following checklist is met. Residents may be assessed a clean-up fee of up to \$200 if the clubhouse is not properly cleaned. Rental and clubhouse privileges may be revoked until the fee is paid in full. Please make your checks payable to Griffin Park HOA with the reservation date noted on the check. Deposit your rental agreement forms and checks in the rental box near the front door of the clubhouse AFTER your reservation has been tentatively confirmed by the board. Notification of cancellation must be done 72 hours prior to your event to receive a full refund.

The post reservation inspection will be conducted by an appointed member of the Rules Committee prior to any other event being held in the clubhouse. **You will not be permitted to attach signs, banners, or decorations to the walls; this**

**includes tape and staples.** The HOA has purchased and installed a cork board and dry erase board that can be used for wall decoration. You will have the opportunity to correct any problems and avoid forfeiture of your deposit IF the board can reach you to make the necessary corrections prior to the next event.

All renters and adult guests attending your event are responsible for overseeing their children.

## **IMPORTANT:**

**ACTS OF GOD AND NATURE:** Griffin Park HOA Board of Directors are not responsible for acts of God or nature. If the resident cancels their reservation due to inclement weather and rescheduling the event is desired it will be dependent upon availability; there are no guarantees of future availability or preferential treatment if your event is cancelled due to inclement weather. However since weather is unpredictable, in those cases of severe inclement weather, the 72 hour notice will be waived and a full refund shall be given.

**LIABILITY for damage(s)** to the premises shall be charged accordingly. Griffin Park Homeowners Association (HOA) does not assume responsibility for loss or damage to property brought onto the premises. Be sure to take appropriate precautions to protect your property. The Association Board of Directors reserves the right to close a function at any time in order to maintain safety for all of our residents and to avoid destruction of Association property (clubhouse, pool, park, ponds, etc.).

The Griffin Park clubhouse is located in a residential area near several privately owned homes. When renting the clubhouse, the peace and quiet of the neighborhood shall be properly respected. Loud and continuous disturbances are a violation of the Griffin Park Covenants and Restrictions and shall not be tolerated. If the peace and quiet of the neighborhood is disturbed you will be requested to lower the volume of loud music or the noise level of your guests. The noise level of your music and behavior of your guests shall be monitored by you at all times during your event. If your use of the facilities continues to violate the peace and quiet of the neighborhood and your guests continue to become overly loud, are drunk or disorderly endangering the safety of any resident or their guests, or if any behavior results in the destruction of Griffin Park property, the police shall be called to enforce the law. In cases where safety is jeopardized or destruction of property is eminent, the Griffin Park Homeowners Association (HOA) Board of Directors reserves the right to immediately shut down the clubhouse and pool area, at which time you shall be asked to leave. Failure to vacate the premises shall constitute trespassing and may result in removal from the facility by security personnel, on-duty or off-duty police, whose services have been retained by the Association Board of Directors. Refusal to immediately comply may also result in later notification that as a minimum, your privileges to rent the clubhouse in the future shall be temporarily (1 year or longer) or permanently revoked.

## Griffin Park Homeowners Association (HOA)

This Agreement between Griffin Park Homeowners Association (HOA) and \_\_\_\_\_, a member of the Association, establishes the conditions and requirements for rental of the community clubhouse.

Upon approval of your requested date, and at the time this agreement is signed and returned to the Association, member will pay a fee of \$50.00 for each reserved date, or \$150.00 for a commercial reservation for use of the clubhouse on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. The member shall also pay a \$100.00 security/cleaning deposit at the time of the reservation (separate checks please).

Anyone renting the Clubhouse must be a member in "good standing" of the Griffin Park Association; this includes being paid up-to-date on Association dues and no outstanding fines. If the member cancels their reservation at least 72 hours in advance, they will be refunded their entire rental fee and security deposit. Any cancellation less than 72 hours in advance will result in a loss of the rental fee. The member shall not rent the clubhouse on behalf of a non-member. The member assumes full responsibility and liability for any damages to the Clubhouse or surrounding property which results from the actions of the member or their guests.

Rental of the Clubhouse does not include exclusive use of the swimming pool or the pool area. In the event that the renter or their guests plan to swim during the Clubhouse reservation and the number of swimmers is  $\geq 10$  people, the renter will also be required to hire a currently employed lifeguard by Griffin Park HOA through the pool management company for the entire duration of the Clubhouse reservation. The renter accepts all responsibility for accidents. The pool **must be closed when there is no lifeguard on duty and not later than midnight.** Fitness room and pool shall remain open to all HOA members during any and all clubhouse events.

The member further agrees that a security deposit of \$100.00 shall be due at the time of reservation approval to insure the premises are cleaned and deemed satisfactory by a designated Rules Committee member or Board of Directors immediately following the rental. An inspection of the premises shall be conducted **prior to the next rental, but not later than 24 hours following the use of the Clubhouse.** The attached Clubhouse checklist will be used to determine satisfactory conditions, and shall be deemed a part of this contract. Additional expenses could be incurred to replace damaged property to its original condition. **Following a successful inspection** the deposit check shall be returned to the resident within forty eight hours.

Any repair costs or additional cleaning expenses incurred by the HOA shall be billed to the Member. The HOA reserves the right to collect the money for such repairs to the fullest extent authorized by the community documents including utilizing collection services and the creation of a lien against the Member's property.

\_\_\_\_\_

Member Signature

DATE

Rules Committee/Board Member

DATE

## **Griffin Park Homeowners Association (HOA)**

### **COMMUNITY CLUBHOUSE RENTAL QUESTIONNAIRE**

**Griffin Park Resident must sign this Questionnaire and the Rental Contract**

1. Owner/Resident (Member of Griffin Park HOA)

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

2. Date requested:

1st choice: \_\_\_\_\_

2nd choice: \_\_\_\_\_

3. Type of event to be held at the  
Clubhouse: \_\_\_\_\_

4. Approximate number of people expected to attend (note  
clubhouse maximum occupancy is 45 *inside* at any one  
time): \_\_\_\_\_

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**Signature of Owner/Resident**

**DATE**

**Griffin Park Homeowners Association (HOA)**  
**COMMUNITY CLUBHOUSE RENTAL AGREEMENT**  
**ALCOHOLIC BEVERAGES ADDENDUM**

I, \_\_\_\_\_, am renting the Clubhouse located at 17400 Parkgrove Dr., Edmond OK, on \_\_\_\_\_ (Date).

I understand that I, \_\_\_\_\_, will not be allowed to serve or sell any alcoholic beverages on the premises of the clubhouse during the above-referenced date if the following conditions are present: requesting money by donation, contribution, or door charge, for any purpose. I further understand that I will be responsible for any liability, if any, incurred by my guests for violating this addendum on the above referenced date.

Owners/Resident Signature:

\_\_\_\_\_

\_\_\_\_\_

Date

Rules Committee/Board Member Signature:

\_\_\_\_\_

\_\_\_\_\_

Date

## COMMUNITY CLUBHOUSE CLEAN-UP CHECKLIST

(Turn in with contract)

**EVERY HOMEOWNER IS RESPONSIBLE FOR CLEANING UP AFTER THEIR EVENT(S) — PLEASE LEAVE THE CLUBHOUSE AS CLEAN AS YOU FIND IT SO THE NEXT HOMEOWNER CAN ENJOY IT TOO (AND TO INSURE A 100% REFUND OF YOUR DEPOSIT!). IMPORTANT: PLEASE PUT ALL CHAIRS AND TABLES BACK EXACTLY AS YOU FOUND THEM!**

### **KITCHEN (if used)**

- \_\_\_\_\_ Discard all food.
- \_\_\_\_\_ Remove all garbage **to the blue city trash bins in the parking lot.**
- \_\_\_\_\_ Wipe down all countertops using Clorox Clean Up or bleach wipes (under the kitchen counter).
- \_\_\_\_\_ Sweep kitchen floor as needed.
- \_\_\_\_\_ Clean oven, stove, microwave, sink, and refrigerator as needed.

### **BATHROOM & HALL**

- \_\_\_\_\_ Clean sink and countertops.
- \_\_\_\_\_ Clean toilets.
- \_\_\_\_\_ Clean mirrors.
- \_\_\_\_\_ Mop the hall and restroom floors.
- \_\_\_\_\_ Remove all garbage **to the blue city trash bins in the parking lot.**

### **MAIN ROOM:**

- \_\_\_\_\_ Wipe all tables down.
- \_\_\_\_\_ Fold all tables and chairs and put them away the way you found them!
- \_\_\_\_\_ Remove all personal decorations.
- \_\_\_\_\_ Use Windex under kitchen sink to spot finger prints on window and doors.
- \_\_\_\_\_ Turn off all lights **except those marked to leave on.**
- \_\_\_\_\_ Set air conditioner in summer to 74 and in winter set heat to 60 degrees when finished.

**PLACE ALL GARBAGE IN TRASH BAGS;  
PLACE TRASH BAGS INSIDE CANS IN BLUE TRASH BINS IN THE CLUBHOUSE  
PARKING LOT AND PUSH TRASH DOWN ALLOWING THE LIDS TO CLOSE  
COMPLETELY!**

Please have guests enter and exit from the **front** clubhouse door. Please check the following exit doors after your event: front door of clubhouse; side door; back door to pool (at the end of the hall past the restrooms). ALL doors must be locked and secured. **Your security deposit will be forfeited for ANY door left open or unlocked.**

**IF ANY OF THE ABOVE ITEMS ARE NOT DONE SATISFACTORILY IT SHALL, AS A  
MINIMUM, RESULT IN THE LOSS (OR PARTIAL LOSS) OF THE SECURITY/CLEANING  
DEPOSIT AT THE DISCRETION OF THE HOA BOARD OF DIRECTORS!**

**RENTER SIGNATURE:** \_\_\_\_\_

For problems or questions prior to or during your event, please contact an HOA Board Member/Rules Committee Member.

**THANK YOU!**