



Kingsbury Recreation Association Clubhouse Rental Agreement

The Kingsbury Recreation Association (KRA) clubhouse can only be rented by Kingsbury homeowners that are current with all Recreation, Homeowners and Royal Clusters annual dues and fines.

The rental fee is \$80 and a \$200 security deposit is required in a separate check made payable to Kingsbury Recreation Association, Inc. and must be received by our clubhouse rental coordinator before receiving a key to the clubhouse. If the clubhouse is left in the original condition, your \$200 deposit check will be returned or shredded. If not, the \$200 deposit will be used towards correcting the damages. Any damages incurred that exceed \$200 will be the responsibility of the homeowner renting the clubhouse. The rental date is not confirmed until the clubhouse coordinator receives the \$80 rental fee and \$200 security deposit. If the rental fee and security deposit have not been received the clubhouse reservation may be cancelled.

You may change or cancel this reservation within two weeks from the date the reservation was made, otherwise your payment may be forfeited.

The homeowner renting the clubhouse must be in attendance at the event at all times and there must be one adult present for every 10 children. The rental is for all day, ending at 12:00am, and is for the Clubhouse and Playground areas only. **THE POOL, POOL AREA, AND TENNIS COURTS CANNOT BE USED DURING RENTAL HOURS.** Children are not allowed in the clubhouse unless accompanied by an adult and are not allowed in the storage rooms at any time. The Playground has been designed for children ages 2 through 12 and requires adult supervision at all times. When your event is over please make sure your guest exit safely and quietly.

The homeowner renting the clubhouse must be the one to pick up the key. The key may be picked up the day before the rental date as long as the clubhouse is not being used. The key must be returned the day after the event. If the key is lost, all locks for the lost key will be re-keyed at the renters' expense.

THERE IS TO BE NOTHING PUT ON THE CLUBHOUSE WALLS (TAPE, PINS, NAILS, ETC...) AT ANY TIME AND CLUBHOUSE MUST BE CLEANED WHEN YOUR EVENT IS OVER AND WITHIN THE RENTAL HOURS. If cleaning is not completed, a cleaning fee will be deducted from the deposit. Due to fire regulations, there is to be NO PARKING in the front driveway and fire lane except to load and unload for your event. Please DO NOT allow children to adjust the blinds. Use one beaded cord to raise or lower blinds. Letters for use of the driveway sign are in the kitchen, they slide in. Return letters to the container.

A charcoal grill has been installed and is available for you during clubhouse rentals and can be found outside the back door of the clubhouse. Charcoal, cleaning and cooking supplies are not provide, you must bring these items yourself. Please follow these rules when using the clubhouse grill:

- If grill is covered, please remove cover and place it inside the clubhouse storage room.
- NEVER use gasoline or kerosene to start the fire. After using starter fluid, cap the container and move it away from the fire. NEVER add any type of starter fluid once the coals are burning.
- To stop flare-ups, move cooking grid up and spread out coals.
- Allow coals to burn out completely. KRA will dispose of coals.
- Clean grates with brush/scrapper and wipe side shelf when finished cooking.

The follow is a list of tasks you should perform when your event is over, failure to follow these might result in partial or full loss of your rental deposit.

- Vacuum (provided in the storage room) all areas of the clubhouse. If carpet is soiled, clean with carpet cleaner.
- Check all tables and chairs used during your event and wipe clean. Put tables and chairs back to the original set-up. Do not drag tables as it can tear the carpeting.
- Ensure that the restrooms are left in a neat condition.
- Empty all trash containers and using the exterior door in the kitchen, take trash to the outside trash dumpster. Put clean trash bags (located in the bottom of the trash containers) in all kitchen and restrooms trash containers.
- Clean all windows and mirrored surfaces that may have been soiled during your event.
- Clean the entire kitchen area if it was used; countertops, sink, refrigerator, stove, microwave and mop the floor. Mop, bucket, broom and dustpan are provided and located in the storage room. You must provide your own cleaning solutions.
- Ensure that all doors are locked. That includes the exterior door in the kitchen and back of the clubhouse.
- In the winter, set the heat to 60 and the fan to auto. In the summer, set the A/C on to 80 and the fan to auto.
- Ensure that the front and rear outdoor entrances are clean and remove any cigarette and cigar butts from the ashtray. Remove balloons and decorations from the mailbox or other areas outside of the clubhouse.
- Return key to the clubhouse coordinator and report all needed repairs to the clubhouse coordinator.
- The clubhouse coordinator will check the clubhouse after each event to determine if the security deposit will be returned in whole or part.

**RELEASE OF LIABILITY AND INDEMNITY AGREEMENT FOR
RENTAL OF THE KINGSBURY TRACE CLUBHOUSE**

I (name) _____ hereby agree to rent the Kingsbury Trace clubhouse, located at 3840 Stonebridge Boulevard in the Kingsbury Trace Subdivision on (date) _____, from the hours (beginning) _____ to (ending) _____, for the purpose of _____.

BY SIGNING THIS RELEASE OF LIABILITY AND INDEMNITY AGREEMENT I/we shall defend, indemnify and hold harmless Kingsbury Trace Homeowners' Association and Kingsbury Recreation Association, Inc., and its successors or assigns, from and against any and all claims, causes of action, losses, damages, costs, expenses and liabilities whatsoever, arising out of or in connection with entering upon the premises for the purpose of this rental.

If the clubhouse is left in the original condition, the \$200 security check will be returned or shredded. If not, the \$200 will be deposited and used toward returning the clubhouse back to its original condition. The assessment and any repairs to the clubhouse will be at the discretion of the Kingsbury Recreation Association, Inc., Board of Directors. Any unused money will be refunded to the homeowner. Any damages incurred that exceed \$200 will be the responsibility of the homeowner.

Signed: _____ Date: _____

Print Name: _____

Address: _____

Telephone Number: _____