



**CLUBHOUSE/FACILITIES RENTAL POLICY**

**Rental fee \$150, Deposit \$300**

**HOMEOWNER'S NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TENANTS NAME (If not Homeowner)** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**EVENT DATE** \_\_\_\_\_ **RENTAL TIME** (include set up) \_\_\_\_\_

**PLEASE CIRCLE YES OR NO FOR WHICH SECTION YOU'D LIKE TO RENT**

*NOTE: You may not be able to rent more than one section of the facilities at a time.*

**RESERVE CLUBHOUSE MAIN ROOM:**

Yes                  No

**RESERVE CLUBHOUSE SAVANNAH ROOM:**

Yes                  No

**RESERVE ONE SIDE PATIO:**

(Patio on women's restroom side only)

Yes                  No

**RESERVE ONE GRILL:**

Yes                  No

**RESERVE PLAYGROUND:** (other residents who are not guests at your party may also use the playground)

Yes                  No

**CONDITIONS:**

1. The Villages of Godley Station address above is current on all HOA dues. Dues must be current through the contracted rental date to avoid forfeiture of deposits and fees.
2. The \$300 security deposit check will be deposited to your escrow account. It is fully refundable upon successful inspection of the clubhouse following the event. However, if damage to the clubhouse is found to exceed the \$300 deposit, the deposit will be kept **and** the homeowner's HOA account will be billed for any additional repairs and/or cleaning.
3. A two-week notice (before the date of event) is required to reserve the clubhouse/facilities, as an extra security guard may need to be reserved and scheduled for the time of the event. If you'd like to rent the clubhouse/facilities on short notice, you will be required to pay the extra fee required to hire a guard with less than two weeks' notice to the HOA's security company. *(Please see fee schedule on the following page.)*
4. Parties are limited to 25 guests. All guests' names must be provided to the HOA one week ahead of the event so the security guard is equipped with an accurate list of attendees for your party.
5. A 5-day notice (before the date of event) of cancellation is required for the refund of all fees.
6. Post event cleanup: All furniture must be put back in its original place. The clubhouse, patio, kitchen and grill must be cleaned satisfactorily, all trash removed to the trashcans outside by parking area and replaced with new bags. There must be **NO** damage found during inspection to avoid security deposit charges. We do not have cleaning supplies, a vacuum or a broom for you; you must bring your own.
7. Rental hours are 7 a.m.-10 p.m. on the day rented. Your rental fee covers a four-hour party, plus 1.5 hours to set up before and 1.5 hours to clean up afterward. If you would like to rent the clubhouse/facilities for an event that lasts longer than four hours, an additional fee is required. Parties must be cleaned up and all guests must exit the clubhouse by 11:30 p.m. If your event runs long, you will be charged an additional fee.
8. If you plan to host a pool party, you must rent out a side patio. If the party guests are children, each child in attendance must have one parent or guardian present at the party the entire time. Safety waivers must be signed by every attendee or by minor attendees' parents or guardians.

The undersigned hereby covenants and agrees to indemnify, save and hold harmless The Villages of Godley Station Homeowner's Association, their successors and assigns, their principles, agents and employees against any and all suits, losses, damages, and expenses incurred or sustained that may be based on any alleged injury, or death to any person or damage to any property that may occur or that may be alleged to have occurred because of or in consequence of the undersigned's alleged negligence, or that of its agent, servants employed, guests, or growing out of the existence, use or The Villages at Godley Station occupancy of the above described facilities, or any portion thereof, and whether such claim be made by any employee of the undersigned or by a third person and whether or not that it shall be claimed that the alleged injury, including death or damage, was caused through the negligent act or mission of the undersigned, its agents, servants, employees, guests or otherwise, in connection with the use of the above described facilities, and the undersigned shall defend any and all such actions, pay all attorney's fees and all costs or other expenses arising there from; and the undersigned hereby requests the use of The Villages of Godley Station Clubhouse and services as specified above, and agrees to abide by all its rules and regulations.

Homeowners Signature:

Date: Tenants Signature (lives in the address stated above):

Date:



# CLUBHOUSE/FACILITIES RENTAL POLICY (continued)

Rental fee: \$150.00 Deposit \$300.00  
Paid by check # \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

Please read carefully and initial after each paragraph below. Your initials indicate your agreement.

**\*Fee schedule:** If a booking party requests a rental at least two weeks in advance, there will be no overtime charge for a security guard. However, if the event takes place on short notice, during a holiday, or extends beyond eight (8) hours duration (from the start of setups to final cleanup) it will require additional security hours, thus additional charges will be incurred. In these instances, the booking party will be required to pay \$28.00 per hour to cover guard overtime and holiday work.

**Acceptance:** All booking parties must be present to sign in when the homeowner’s association representative (likely a guard) opens the facility so event set-up can begin and to sign out with the homeowner’s association representative when the event is over. A pre-event inspection will take place, during which the homeowner renting the facilities may point out existing damage or issues, which will be photo documented. A post-event inspection will also be conducted. Any damage found that was not present during the pre-event inspection will be repaired using funds from the homeowner’s deposit funds. If the cost of repairs does not exceed \$300, the remainder will be returned to the homeowner. If the damage exceeds \$300, the funds will be kept **AND** the additional repair costs will be billed to the homeowner’s HOA account.

Any homeowner renting the facility is responsible for the clubhouse the entire time of the reservation. The booking party must have sufficient adult supervision for the number of children attending. If the clubhouse is left unattended for any reason, at any time, your entire deposit will be forfeited. Smoking is NOT ALLOWED. \_\_\_\_\_ (Initial here)

**Designated area:** You are renting the section you reserved. Renting one section does not give a homeowner’s party access to other parts of the facilities. For example, if you’ve rented the Savannah Room, your event must be confined to that room. If you’ve rented the first floor of the clubhouse, that does not give your party access to the Savannah Room or pool, etc. \_\_\_\_\_ (Initial here)

**Cancellation:** A 5-day notice of cancellation (before event date) must be given or one-half of your rental fee (\$75) will be forfeited. Your security deposit will be returned. \_\_\_\_\_ (Initial here)

**Decorations:** You are allowed to decorate the clubhouse, however, you may not put nails, picture hooks, thumbtacks, pushpins, or tape on the lampposts, chairs, walls, door or window frames. You may not use glitter, candles or sterno products (*unless handled by a catering company with full liability insurance*). Balloons and balloon ribbons must be removed after the party is over (including those tied to outside lamp or sign posts). \_\_\_\_\_ (Initial here)

**Maintenance:** All trash, decorations, food and drink must be removed from the clubhouse, including the kitchen (check refrigerator and freezer), entryways and restrooms. The clubhouse must be cleaned satisfactorily with your own cleaning supplies and your own vacuum/ broom (including inside the refrigerator, oven, and dishwasher). We do not supply cleaning items. All areas must be vacuumed, swept, mopped, and all appliances, sinks, countertops and restrooms cleaned). All bottles, cans, papers and other debris from the function must be removed from both inside the clubhouse and the patios and outside areas. Trash cans must be emptied and new liners installed. If you rent tables and chairs from an outside event rental company, they must be removed from the clubhouse after event is over. All homeowners using outside vendors are responsible for any damages incurred by them. Parties must be cleaned up and all guests must exit the clubhouse by 11:30 p.m. If your event runs long, you will be charged an additional fee. \_\_\_\_\_ (Initial here)

**Deposit refund:** Your security deposit will be returned within 14 days after the scheduled event ONLY if the clubhouse is satisfactorily cleaned and all rules and regulations have been followed. \_\_\_\_\_ (Initial here)

This copy of the Clubhouse Rental Agreement form will serve as receipt of monies received on \_\_\_\_\_ (date).  
Returned checks will incur extra fees.

Signature of Homeowner: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Tenant (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

Please return this completed form and checks, made payable to The Villages at Godley Station HOA, by mailing it or dropping it off in person at:  
119 Canal Street, Ste. 102, Pooler, GA 31322-4094

**NOTE:** If a home rental tenant would like to rent the clubhouse/facilities, a homeowner’s signature is required. If the home is owned by a company or corporation, tenant rental of our clubhouse/facilities may not be possible.