

# WOODLIEF COMMUNITY CLUBHOUSE APPLICATION FOR PRIVATE FUNCTION

*Please Write In Print*

Today's Date: \_\_\_\_\_

Homeowner's Name: \_\_\_\_\_

Homeowner's Address: \_\_\_\_\_

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

Function: \_\_\_\_\_

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

Date and time you would like to be let in to decorate: \_\_\_\_\_

Alternative Date if needed: \_\_\_\_\_

Number of Guests: (Max 68) \_\_\_\_\_

**A \$150.00 security deposit check is required with this reservation.** The deposit check will be held. Check will be shredded if clubhouse is cleaned, left in good condition, and key returned at the end of the event. Checks will be returned only if requested on the application.

Select One

- Shred the deposit check.
- Return the deposit check.

I hereby acknowledge that I have read and agree to comply with all the rules and regulations for use of the Woodlief Community Clubhouse. I hereby agree that The Woodlief Community Association, Inc., is absolved of all liability in a cause for action where it can be shown that there has been a failure to comply with regulations stated therein. All applications for private functions must be approved by the clubhouse chairperson as appointed by the Board of Directors. Once the security deposit is received and the application approved, your reservation will be shown on the Woodlief Community calendar at [www.woodlief.org](http://www.woodlief.org). The clubhouse chairperson or designated volunteer will be contacting you in order to give the directions to obtain the key and whatever else may be needed.

Homeowner's Signature: \_\_\_\_\_

**Place completed forms in the mailbox hanging on the clubhouse or mail application packet to:  
Woodlief Community Association – Clubhouse Rental  
5065 Wells Drive  
Evans, GA 30809**

**Make check payable to: Woodlief HOA  
Deposit amount is \$150.00**

**For Woodlief Community Association use only:**

Date Application and Check Received: \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Date Check Shredded: \_\_\_\_\_ or Returned: \_\_\_\_\_

Revised 11/2015

## LICENSE AND INDEMNITY AGREEMENT FOR THE WOODLIEF CLUBHOUSE

This License and Indemnity Agreement ("Agreement") is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ by and between The Woodlief Community Association, Inc., a Georgia non-profit corporation ("Lessor") and \_\_\_\_\_ ("Lessee") whose address is \_\_\_\_\_ and phone number is \_\_\_\_\_.

### RECITALS

Lessor is the owner of certain recreational facilities which Lessee desires to use. The parties desire to enter into this Agreement in order to establish the charge to be paid by Lessee to Lessor for the use of the facilities of the Lessor and to set forth their agreement regarding such usage.

### AGREEMENT

For and in consideration of the premises set forth above, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Lessor and Lessee agree as follows:

1. Lessee is hereby granted a license for the use of the recreational facilities of the Lessor for the date of \_\_\_\_\_ during the hours of 8:00 A.M. until 11:00 P.M. The fee for such license is the sum of \$ 0 , paid by the Lessee to the Lessor contemporaneously herewith, and has a damage security deposit of \$150.00 .
2. Lessee agrees that the facilities will be used for purposes of \_\_\_\_\_ and for no other purpose. Lessee shall not use the facilities for any illegal purpose, nor shall Lessee use the facility in any way that creates a nuisance.
3. Lessee hereby agrees to indemnify and hold Lessor harmless from any and all claims or expenses arising out of Lessee's use of the facilities, including any attorney's fees, court costs, or other expenses incurred. Lessee further represents that any claims arising from Lessee's use of the facilities shall be directed to Lessee's insurer. Lessee hereby represents the adequacy of such coverage.
4. Lessee will return the facilities to the Lessor at the conclusion of the license period in a good and clean state of repair and shall be responsible for all damage to such facilities. Expenses of repair of damages, if any, shall be deducted from the damage security deposit. However, the liability of the Lessee to the Lessor for such damages shall not be limited to such deposit.
5. This Agreement shall also be subject to the special stipulations detailed in "Woodlief Community Clubhouse - Rules and Regulations". Cancellations less than 24 hours before the reservation of the clubhouse will result in forfeiture of one-third, or \$50.00, of the security deposit. The Clubhouse Key must be returned by 11:00 P.M. on the rental date or forfeiture of the security deposit.

I, the Lessee, have duly executed this Agreement the day and the year first above written and therefore enter contract with The Woodlief Community Association, Inc.

\_\_\_\_\_  
(L.S.)

*Signature of Homeowner*

## Woodlief Community Clubhouse - Rules and Regulations

*Please read over all information in this packet carefully.*

The Woodlief Community Association, Inc. is absolved of all liability in a cause for action where it can be found that there has been a failure to comply with regulations stated herein. Each member using the clubhouse shall also sign a statement that they have read and agree to comply with all the regulations of the Woodlief Community Clubhouse. The Woodlief Community Association, Inc. reserves the right to change these rules and regulations. The Woodlief Community Association, Inc. also has the right to revoke privileges for violations of these rules and regulations.

### **General:**

1. The Woodlief Community Association, Inc. accepts no responsibility for money, valuables, or other articles belonging to those using the clubhouse (loss or damage to personal property).
2. Tampering with or defacing the Woodlief Community Clubhouse property or security equipment is prohibited. Property damage will be charged to the responsible member.
3. Parents are responsible for the conduct of their children using the Woodlief Community Clubhouse facilities. Parents are required to insure that their children are familiar with and abide by these regulations. All children under 18 years old must be accompanied by an adult when within the building. One adult is required for every 12 guests under 21 years old.
4. Absolutely no smoking, glitter, silly string, confetti, rice, or tape on walls is allowed. No pets allowed in building.
5. Only a deeded homeowner of Woodlief, who is in good standing without any liens or late HOA dues, is eligible to reserve the clubhouse. Said head of household assumes responsibility for all activities during the event. An adult deeded Woodlief homeowner must be present for the event at all times.
6. Hours -8:00A.M. to 11:00 P.M.. The clubhouse and pool are not rented together. Wet bathing suits are not allowed inside the clubhouse.
7. Fees - There is no fee to rent the clubhouse. Only deeded homeowners of Woodlief may rent the clubhouse. No outside residents can reserve or rent the clubhouse. *A \$150.00 security deposit will be collected upon the reservation. The deposit check will be held. Check will be shredded if clubhouse is cleaned, left in good condition, and key returned by 11:00 P.M. on the rental day. Checks will be returned only if requested on the application.*
8. Alcoholic Beverages - Alcoholic beverages will be allowed but responsibility for beverages and attendees will be the head of household who has rented the clubhouse. No alcoholic beverages are allowed outside the clubhouse.
9. Please be respectful of your neighbors and keep the noise level to a minimum. No stereos are allowed outside.
10. Number of Guests - No more than 68 people are allowed in the clubhouse.
11. Cleanup - The clubhouse must be cleaned immediately following the event. Cleaning supplies will be provided by the renter to include toilet paper, trash bags and paper towels. All cleaning supplies located on the premises have been purchased by the association and are not to be used by renters. Any stains on furniture or the carpet will mean loss of some or all of the deposit to compensate for professional cleaning. Vacuum, mop, broom, and dustpan are available for use. Failure to clean will result in a loss of deposit. An attempt will be made to contact you to correct any problems yourself, but due to time constraints with the next scheduled party, we may have to correct the problems ourselves and then charge you. You will be notified of any delinquencies, charges, and the balance of your deposit.
12. No long term rentals will be allowed. December weekend reservations are limited to one rental per family. Home- owners are responsible for contacting the clubhouse chairperson 2 days in advance to make arrangements to pick up the key.

## Woodlief Community Clubhouse - Renter's Checklist

### **Kitchen**

- 1 Sink and countertops cleaned
- 1 Floor clean (swept & wet mopped)
- 1 Microwave clean (inside & out)
- 1 Refrigerator and freezer empty & clean
- 1 Trash removed (new bag in place) and put into cans at side of building
- 1 Trash can wiped clean
- 1 Coffee pots clean & unplugged
- 1 Stove/oven clean/microwave (inside & out).
- 1 Island counter top & sink clean.

### **Foyer/Main Room**

- 1 Vacuum loose dirt and mop. Excess spills or candle wax on carpet will result in forfeiture of the deposit in addition to the cost of having carpets professionally cleaned.
- 1 Blinds down & open, clean and no damage.
- 1 Chairs-stacked in closet neatly.
- 1 Tables-placed in closet and clean.
- 1 Furniture in same position.
- 1 Upholstery free of stains/debris.
- 1 Furniture frames-no nicks/scratches.

### **Bathrooms**

- 1 Toilets clean.
- 1 Urinals clean.
- 1 Vanities/mirrors clean.
- 1 Floor clean (swept & wet mopped).
- 1 Trash removed (new bag in place).

### **Thermostat**

- 1 65 in winter, 78 in summer

### **General**

- 1 Bucket and mop rinsed clean.
- 1 All walls, painted surfaces, and ceiling fans are in good repair without damage.
- 1 Windows locked and not broken.
- 1 All trash put in the canisters on the side of clubhouse. Extra trash needs to go home with the renter. Do not dump trash in the pool container. Cigarette butts have been picked up.
- 1 Turn off lights and fans.
- 1 Lock all doors. Return key to lockbox beside front door.
- 1 If you placed trash in the containers outside on the side of the clubhouse, pull the containers near the road next to the mailbox so that they will be emptied on the next trash truck visit.

## **Contacts for The Woodlief Community Association, Inc.**

Clubhouse Chairperson

Stan Jones

448 Weyanoke Dr

Evans, GA 30809

706-830-2318

[woodliefhoa@gmail.com](mailto:woodliefhoa@gmail.com)