



CLUBHOUSE RENTAL POLICY

The clubhouse is available to residents, members, and the public for private social functions. To reserve the clubhouse, contact Stonehouse Golf Club management well in advance of your party date to make reservations. A credit\debit card will remain on file at the time of your reservation and an initial **\$250.00** security deposit will be charged to your credit\debit card, we do not accept checks. The rental fee will be charged to your credit\debit card five (5) days prior to your scheduled rental. Renters of the clubhouse will be responsible for any damage to all property of Stonehouse Golf Club, LLC, and Stonehouse 2.0 LLC, to include but not limited to furniture, fixtures, and or grounds during their use of the clubhouse. The rules and regulations are as follows:

I. General Information

- a. The Clubhouse is available for use for private and public functions for residents, members, and the general public in good standing. A group or member may be denied use of the Clubhouse for the following reasons:
 - History of damage to the Clubhouse
 - History of negligence concerning clubhouse rules
 - Other reasons deemed substantial by Stonehouse Golf Club management.
- b. Clubhouse shall be cleaned as stated within under “II. Cleaning”. The applicant reserving the Clubhouse is responsible for cleaning it after use in accordance with the “Cleaning Checklist” provided by the Clubhouse Coordinator. Failure to clean the Clubhouse properly will result in the forfeiture of all or part of the security deposit.
- c. No pets shall be permitted in the Clubhouse.
- d. THE APPLICANT RESERVING THE CLUBHOUSE MUST BE IN ATTENDANCE FOR THE DURATION OF THE FUNCTION and is responsible for the conduct of all guests.
- e. Under no circumstances shall alcoholic beverages be sold at any function.
- f. The clubhouse doors are locked when departing. Failure to ensure the Clubhouse is locked when leaving will result in forfeiture of the entire security deposit.
- g. If a clubhouse key is provided and the key is lost, misplaced, or stolen, the member reserving the clubhouse will be charged for replacement of the locking system and keys.
- h. All vehicles must be properly parked in the parking lots provided (not in private drives or lawns). Any vehicle improperly parked may be towed at the vehicle owner’s expense. It shall be the responsibility of the applicant reserving the Clubhouse to inform his/her guests where to park.
- i. Tents are not permitted in the clubhouses or surrounding grounds.



II. Cleaning (Performed by applicant reserving clubhouse)

Scope of Work:

- Return all furnishings to their places
- Wash counters and sinks
- Clean appliances; inside and outside
- Clean tables and chairs
- Clean smudges and spills from ledges, rails, walls, woodwork, cabinets, and floors
- Vacuum carpeted areas and upholstered furniture
- Sweep and/or mop floors as needed
- Clean restrooms
- Remove all waste and food from clubhouse and clubhouse area
- Clean glass door and windows if necessary

III. Reservations

Reservations are made by calling the Stonehouse Golf Club Management not less than seven (7) days or more than one hundred twenty (120) days in advance of the date of the event. All dates are reserved on a first come, first served basis. A "Clubhouse Rental Form" is enclosed. This form and the "Deposit Refund Policy" must be completed and returned to Clubhouse Management.

In the event an applicant wishes to reserve more than one (1) date within the one hundred and twenty (120) day period, an additional usage fee and a separate request form must be received by the Clubhouse Coordinator for each date requested.

IV. Fees

The security deposit of \$250.00 is due as stated above at the time the clubhouse rental form has been received. in advance of the reserved date, along with the Clubhouse Rental Form. It will be refunded within 10 days after the event if the Clubhouse is left in acceptable condition, no damage or loss has occurred, and there have been no infractions of Clubhouse rule. Stonehouse Golf Club Management shall have jurisdiction over all questions in this matter. Appeals may be made to Stonehouse Golf Club management.

The rental fee is \$500 for the first 4 hours and \$100 for each additional hour thereafter.



V. Hours

The Clubhouse is available between the hours of 9:00 a.m. and 8:00 p.m. If earlier access is needed, this can be arranged with Stonehouse Golf Club Management. All functions must be over by 8:00 p.m. Clubhouse cleaning must be completed immediately after your function. For evening functions ending at 8:00pm clean up must be completed by 9:00am the following morning. Entrance to the clubhouse for the purpose of preparing for a private function may not begin more than two (2) hours prior to a function, or as agreed.

a. During the holiday season and graduation season, Stonehouse Golf Club management will accept reservations on a first come first served basis.

The Clubhouse will not be available to rent on the following days:

- New Year's Eve/Day
- Labor Day Weekend
- Easter Day
- Thanksgiving
- Memorial Day Weekend
- Christmas Eve/Day
- Fourth of July

VI. Clubhouse Property

A copy of the "Cleaning Checklist" is attached for your use. It is the responsibility of the applicant reserving the Clubhouse to immediately schedule a tour of the Clubhouse with a member of Stonehouse Golf Club management, prior to their function to inspect the area.

After your function you may leave your copy of the checklist on the countertop next to the sink for use by the Stonehouse Golf Club management for their "after the party" checkout. The applicant reserving the Clubhouse is responsible for the payment of repair or replacement of all damaged items. This responsibility will remain in effect until Clubhouse management completes their portion of the checklist and the checklist is signed and returned to the applicant.

- No item may be tacked or taped to the walls.
- Smoking is NOT permitted in the clubhouse.
- Burning candles is NOT permitted in the clubhouse.
- Televisions and sound systems should be turned off when leaving the premises.
- The use of fireworks on the property is prohibited.
- Noted that furniture in certain areas may not be moved or altered.



CLUBHOUSE RENTAL FORM

Applicants Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Visa\MC\AMX – Card Number: _____ Expiration Date: _____ Security Code _____

Name as it appears on the Card: _____
(Please Print)

Type of Function: _____ Date of Function: _____ Time: From _____ to _____

Number of Guests: _____ Will alcohol be served? Yes No Will food be served? Yes No
Will there be music? Yes No

If yes, how is it being provided? (Band, stereo, DJ, etc.) _____

- I understand and agree to abide by the regulations set forth by Stonehouse Golf Club.
- I have inspected the Clubhouse facilities and understand that I am responsible for any damage that might occur because of me, or my guests use.
- I agree to and accept full responsibility for assuring that alcoholic beverages will not be served to nor consumed by minors, in violation of any law.
- ***I ALSO AGREE TO BE IN ATTENDANCE FOR THE ENTIRE DURATION OF THE EVENT.***

Furthermore, I release, and hold harmless owners, agents, affiliates, and employees of Stonehouse Golf Club, LLC and Stonehouse 2.0, LLC from all actions arising directly or indirectly from the use of the clubhouse by any others during or following the event.

Applicants Signature

Date:

Approval by Stonehouse Golf Club Manager:

Date:



DEPOSIT REFUND POLICY

The deposit will be credited back to your credit card upon confirmation by Stonehouse Golf Club management that the facility was left undamaged, clean, and in good condition and that the above rules have been observed. The deposit will be credited within 10 days. Any cost incurred in cleaning or repairing the facility will be deducted from the deposit. By signing this agreement, the facility renter hereby agrees to be responsible for all costs incurred for repair of the facilities or to restore it to its condition prior to the subject event. These costs shall not be limited to the amount of the deposit. **If any legal action must be taken to collect any additional amount not covered by the deposit, the renter must pay all legal and attorney fees.**

The following issues will result in forfeiture of deposit:

- Clubhouse not closed by agreed time
- Smoking being evident in the clubhouse
- Lost key - cost of new locks and keys
- Cars and/or tents on clubhouse lawn.

Any damage to any surface or contents of the clubhouse will result in security deposit being retained until damage can be assessed. Further, clubhouse usage rental privileges will be suspended. The renter has read and is familiar with the provisions of this Agreement and the rules of the facilities and agrees to comply with same.

Date of Event: _____

Applicants Signature: _____ Date: _____

Inspected by: _____ Date: _____



CLEANING CHECKLIST

	Minimum charge when not acceptable: \$25.00	Comments:
Bar and refrigerator area	Pre-event inspection	Post-event inspection
Clean & empty refrigerator		
Countertop area		
Glassware cleaned & stored		

	Minimum charge when not acceptable: \$50.00	Comments:
Restrooms	Pre-event inspection	Post-event inspection
Clean toilets		
Wash basins and mirrors		
Empty trash cans		
Sweep and mop floor		

	Minimum charge when not acceptable: \$150.00	Comments:
General Cleaning	Pre-event inspection	Post-event inspection
Clean spills from tables, chairs, windows		
Wipe smudges from walls, windows, and doors including any glass		
Vacuum carpet: assuring areas under furniture are clean, upholstered furniture and under cushions.		
Items should not be taped or tacked to walls or furniture		



	Minimum charge when not acceptable: \$50.00/Bag		Comments:
Garbage Removal	Pre-event inspection	Post-event inspection	
Empty and clean all trash cans			
Remove all event trash from clubhouse and grounds			
Replace all plastic bag liners			

	Minimum charge when not acceptable: \$10.00		Comments:
Food	Pre-event inspection	Post-event inspection	
Remove all food from refrigerator and cabinets			

	Minimum charge when not acceptable: \$50.00		Comments:
Clubhouse Exterior	Pre-event inspection	Post-event inspection	
Clean deck and surrounding grounds of all party related debris <i>Ex: Paper, Cups, Cans, Cigarette Butts</i>			

	Minimum charge when not acceptable: \$25.00		Comments:
Thermostat	Pre-event inspection	Post-event inspection	
Summer: Air conditioner in use 70 degrees Fahrenheit			
Winter: Heating in use 65 degrees Fahrenheit			
NOTE: Please return Fan Motor to "Auto Setting"			



	Minimum charge when not acceptable: \$25.00		Comments:
Lighting	Pre-event inspection	Post-event inspection	
All outside lighting is turned off			
All inside lighting is turned off			

	Minimum charge when not acceptable: \$25.00		Comments:
TV/Sound System	Pre-event inspection	Post-event inspection	
All TV systems turned off			
Sound system turned off			

	Minimum charge when not acceptable: \$50.00		Comments:
Pool Table & Piano	Pre-event inspection	Post-event inspection	
The pool table surface must be brushed, balls racked, cues and chalk stored, and cover secured back on pool table.			
Piano must be polished off and piano key lid closed			

Comments: