**Marketplace Commons HOA Clubhouse Rental Procedures**

A $100 refundable deposit is required at the time of reservation.

Contact Suzanne Altschul, Association Manager at [SuzanneAltschul@Fieldstonerp.com](mailto:SuzanneAltschul@Fieldstonerp.com) or 404-920-8621, Ext. 101 to schedule a rental.

TO RESERVE YOUR KEYS,

**Your information will be sent via email to the current members of the Marketplace Commons HOA Social Committee, one of whom will contact you within 48 hours to arrange pickup and return of the keys.  
  
The $100 refundable deposit and the signed contract will be required prior to receiving the clubhouse key.**

**Before check-out and deposit return, the renter is responsible for:**

Closing all umbrellas on the pool deck

Removing all trash from area  
Sweeping and Moping if floor is dirty  
Cleaning any spills/stains  
Cleaning kitchen if used

Cleaning grill and removing charcoal if used

Cleaning fireplace out after each use  
Emptying refrigerator  
Returning furniture to original position  
Making sure bathroom lights and fan are off and door is shut  
Setting thermostat to 65 in winter and 75 in summer  
Setting security system  
Turning off all lights and locking doors

Pool items/toys will be disposed of within 24 hours

Keys MUST be returned within 48 hours. $50 fee for lost keys.

A member Social Committee will review the condition of the clubhouse after the event (generally the next day). The $100 deposit will be returned provided the condition of clubhouse is in good standing. Fieldstone Association Management will assess any fees necessary to clean, repair or replace any damaged items.