

# TRADITIONS

## Clubhouse Reservation and Usage Agreement

I understand and agree to all the following conditions in reserving, and using, the Traditions Neighborhood Homeowners Association Clubhouse:

On \_\_\_\_\_ (date), From \_\_\_\_\_ to \_\_\_\_\_  
for \_\_\_\_\_ (event) with approximately \_\_\_\_\_ in attendance.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

I am requesting rental of the **Clubhouse for a Private Event** and:

1. I am a homeowner in good standing with Traditions Neighborhood Homeowners Association. (All Annual and Special Assessments are current with no outstanding liens or covenant violations.)
2. I agree to accept all responsibility for any costs to correct and/or repair any damage done to the furnishings or property in the clubhouse premises in relation to the usage of the clubhouse. This includes prohibiting the use of thumbtacks, nails, staples, glue, tape, etc. to affix anything to the walls, doors, furniture, trim, etc. Furnishings are not to be taken outside. You are allowed to use balloons at the club house. However, if your balloons escape and rise to the ceiling, we have provided a long pole. The pole is stored near the white cabinets. If you do not remove the balloons, we will remove them for you and take \$50 from your security deposit. If a balloon becomes entangled in one of the ceiling fans, turn off the fan immediately and remove the balloon with the pole. If the fan does not turn on after removal, you may have accidentally pulled the on/off chain. If the balloon burns out the motor to the ceiling fan, you will be charged for installation and replacement of the ceiling fan. In addition, the clubhouse receives a videotaped walk through before and after each reservation.
3. I agree to pay according to the following deposit and rental schedule.

***(Rental fee is mandatory and non-refundable):***

Deposit (refundable) \$250.00

Check # \_\_\_\_\_

Clubhouse Rental Fee (non-refundable) \$150.00

Check # \_\_\_\_\_

**\*\*\*Two separate checks should be made out to  
Traditions Neighborhood Homeowners Association\*\*\***

**All checks must be mailed to:  
Traditions Neighborhood Homeowners Association, Inc.  
2675 Paces Ferry Road  
Suite 125  
Atlanta, GA 30339**

The deposit check will be refunded after an inspection has been made to verify that no damage has occurred, the clubhouse was cleaned and returned to the original condition it was found in, and that all conditions of this agreement have been met. **The clubhouse is expected to be cleaned and returned to its original condition by the renter following their event. However, if the clubhouse needs further cleaning, a \$75 cleaning fee will be assessed from the renter's initial deposit to meet this need.** Cancellation of clubhouse reservations, less than 7 days prior to scheduled function, will result in assessment of a \$45.00 handling fee. Cancellation must be sent via letter OR email (NO PHONE CALLS)

4. I agree to leave the clubhouse in the same way I took possession of it by removing all trash and placing it in the trash containers outside the clubhouse, removing all items from the refrigerator, and wiping up any spills on the floors, or furniture, prior to vacating the premises. If a spill should occur, there is a carpet machine in the kitchen. Pour a small amount of water on your spill and the machine will vacuum it up. \_\_\_\_\_ (initial)
5. **The resident Homeowner responsible for scheduling the use of the clubhouse must be present at all times, while the scheduled function is in progress. The resident Homeowner is also responsible for supervising anyone under the age of 21.**
6. Alcohol may only be consumed by those residents and their guests who would otherwise be lawful of consumption under applicable city, county, and state laws. The present minimum age is 21. By allowing the private consumption of alcoholic beverages at clubhouse functions by homeowners and their guests, Traditions Neighborhood Homeowner Association does not assume liability in any form, implied or otherwise, that may arise because of said consumption. The selling of alcohol is strictly prohibited.
7. **Smoking in the clubhouse, or around the pool area, is strictly prohibited.**
8. Hours for the Traditions Neighborhood Clubhouse usage is 9:00 AM to 9:00 PM. Residents may book the clubhouse for the full 12 hours, but this must include clean-up too. Extension of these hours for any reason, other than a Homeowners Association function, requires written approval of the Homeowners' Board of Directors. Failure to abide by these hours may result in a penalty, up to the deposit fee, and suspension of the use of the Associations' facilities.
9. All tables and chairs must be returned to their original place. The inside furniture may not be brought outside to the deck, and the outside furniture is not brought inside. If furniture is to be moved within the clubhouse it must be picked up and moved, not dragged. The clubhouse doors are not to be propped open with furniture or any other item.
10. The Clubhouse temperature is set for 68 degrees from 8AM-10PM weekdays/weekends and 55 degrees from 10PM to 8AM.
  - If you need different temperatures for your event, email Ed Postell at: postell71@gmail.com **two days before ceremony**.
  - If you have issues with the temperature on the day of event, call Ed Postell at 610-420-6765.
11. Clubhouse lights must be turned off, all doors locked, and the alarm armed prior to vacating the premises. Failure to comply will result in a minimum of a \$50 penalty to the homeowner, which will be deducted from the deposit. Please make sure the door to the stairwell is closed and locked prior to your leaving. Allowing unauthorized access creates risk to our residents and possible abuse to the clubhouse. The clubhouse front door code will expire at midnight on the date of your event. If you should leave any items behind after the door locks at midnight, you may text 770-490-5653 the following morning and you will be able to arrange access back into the clubhouse. \_\_\_\_\_ (initial)
12. Animals are prohibited, at all times, in the clubhouse and pool areas.
13. Usage of the clubhouse **does not include pool**, pool area, gym, or surrounding common grounds.
14. The clubhouse must be cleaned in accordance with the itemized check list on the contract prior to departing that evening. All reservations are subject to an inspection prior to receiving your returned deposit. On the 'Clubhouse Reservations Cleaning Checklist' please initial each line item, sign/date, and return to jasonhixon@fieldstonerp.com within 24 hours following your reservation for an expedited return of your deposit. \_\_\_\_\_ (initial)
15. Clubhouse Wi-Fi password is: **Enjoyyourstay**

I understand and agree to indemnify and hold harmless the Association, its officers and directors, agents, and employees from and against any and all claims, liabilities, losses, damages, actions, costs, expenses, and damages of any party made against the Association, its officers and directors, agents, and employees arising out of or in connection with any party or event held in the Clubhouse by a homeowner pursuant to the reservation agreement or otherwise.

I understand that the Association reserves the right to enter the Clubhouse and terminate my use thereof, should I violate any term hereof or should the conduct of any person using the facility endanger the health, safety, or wellbeing of any person or constitute a threat to any property.

I understand and agree to all the above conditions for reserving and using the Traditions Neighborhood Homeowners Association Clubhouse.

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Homeowner (please print)

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Date

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Homeowner's Address

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Homeowner's Phone Number

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Homeowner's Signature

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Fieldstone authorized signature



## Clubhouse Reservations Cleaning Checklist

All reservations are subject to an inspection prior to receiving your returned deposit. Please initial each line item, sign/date, and return to [jasonhixon@fieldstonerp.com](mailto:jasonhixon@fieldstonerp.com) within 24 hours following your reservation. The clubhouse must be cleaned in accordance with the itemized check list prior to departing that evening. Please make sure the door to the stairwell is closed and locked prior to your leaving.

- Remove all food and beverages from fridge/freezer.
- Wipe down/clean inside and outside of refrigerator/freezer.
- Clean microwave (inside and outside).
- Run dishwasher and empty (if applicable).
- Wipe down/clean all kitchen countertops and tables in the living room area.
- Wipe down/clean bathroom countertops.
- Sweep floors.
- Take out all trash, including bathrooms.
- Mop if necessary. (Mop not provided by HOA. If mopping is required, you must provide your own).*
- Vacuum carpet if necessary. (Vacuum not provided by HOA. If vacuuming is required, you must provide your own).*
- All furniture and décor returned to their original location. Furniture must be picked up and moved, not dragged.
- Lock all doors. This includes outside access to the patio and side ramp that access stairs. Fitness center guests should not be able to access upstairs from the fitness hallway entrance.
- Turn off all lights.

If you should leave any items behind after the door locks at midnight, you may text 770-490-5653 the following morning and you will be able to arrange access back into the clubhouse.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_