

## **HVCA Clubhouse Rental Reservation System**

The HVCA Clubhouse may be rented by owner/residents for their personal use. The HVCA Clubhouse may not be rented by anyone who lives outside of the Harrington Village Community, unless the rental is for the benefit of a Harrington Village owner/resident.

Anyone wishing to reserve the Harrington Village Community Association Clubhouse must call the Clubhouse Coordinator to be advised of the availability of dates. After the available date is verbally confirmed, the renter must fill out a Rental Agreement.

There is a non-refundable rental fee of \$150.00. The purpose of this charge is to provide compensation for wear, utilities, etc. Functions sponsored by the Harrington Village Community Association (HVAC) are exempt from this fee.

There is a \$200.00 refundable security deposit. This deposit will be refunded within thirty (30) days of the function unless charges are imposed due to damages or any violation of the rules and regulations of the HVCA. If damages exceed \$200.00, the Clubhouse Coordinator will notify the Board of Directors and they will assess responsibility of the owner/resident for any balance due for damages, repair, or replacement.

- Separate checks must be written and made payable to Harrington Village. These checks along with a completed Rental Agreement Form must be submitted to the Clubhouse Coordinator in order to secure and confirm your reservation. There will be a fee assessed for all checks returned for insufficient funds.

Owner/resident will receive a confirmation letter once all paperwork is completed.

- If applicable, proof of insurance from any outside provider (dj, caterer, etc.) must be given to the Clubhouse Coordinator no later than ten (10) days before the function.

A Calendar of Events will be posted in the Clubhouse which states reserved dates.

A pre-inspection and post inspection of the rented area(s) of the Clubhouse will be conducted by a member of the Clubhouse Committee with the renter.

Cancellation must be made by notifying the Clubhouse Coordinator no later than ten (10) days before the function.

## **HVCA CLUBHOUSE RENTAL AGREEMENT**

I wish to rent the Harrington Village Community Clubhouse, first floor only, main room with kitchen, excluding Pool Room and TV Room.

Day \_\_\_\_\_ Date \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_

Type of Event \_\_\_\_\_

Number of People Attending \_\_\_\_\_

\$150.00 non-refundable rental fee  
\$200.00 refundable security deposit

The owner/resident agrees to all terms and conditions listed in the HVCA Clubhouse Rental Rules and Regulations and the HVCA Clubhouse Owner/Resident/Renter Responsibilities.

Owner/Resident \_\_\_\_\_

Address \_\_\_\_\_

Home/Cell Phone # \_\_\_\_\_

Signature \_\_\_\_\_



## HVCA Clubhouse Rental Rules and Regulations

Rentals are for the first floor, main room with kitchen only.

There will be no access to the Fitness Room or bottom floor for guests.

Game room and TV Room are reserved for resident use.

No function is permitted involving an outside agency, club, or association.

No function shall be allowed to charge a fee or request a donation unless the Harrington Village Community Association (HVCA) sponsors the event.

The number of persons permitted to attend a non-HVCA function will vary with the event and will be determined by HVCA Board guidelines.

Smoking is not permitted in the HVCA Clubhouse.

Smoking is permitted on the portico near the outside game area.

Alcohol is permitted in the HVCA Clubhouse for those persons twenty- one (21) years of age or older. The homeowner/ resident/ renter must supply the alcoholic beverages. No alcoholic beverages may be left in the clubhouse after a function. Under no circumstances will alcohol be purchased with Harrington Village Association funds.

No gambling is permitted in the HVCA Clubhouse.

No illegal substances are permitted in the HVCA Clubhouse.

No pets are permitted in the HVCA Clubhouse.

No excessive noise will be permitted in accordance with the Franconia Township Code and the welfare of the residents of Harrington Village.

Children are to be supervised and accompanied by an adult at all times.

Parking is permitted in designated areas. If on street parking is necessary, no parking on concrete sidewalks is allowed. Any damage to common property is subject to the cost of repair and replacement. No parking will be permitted to block homeowner's garages. If this should occur, the homeowner/ resident/ renter will be assessed a portion of the security deposit.

COMMUNITY CLUBHOUSE at Harrington



## **HVCA Clubhouse Renter/ Resident/ Homeowner Responsibilities**

**Renter/ resident/ homeowner agrees to all terms and conditions listed.**

- Renter/ resident/ homeowner must secure certificates of insurance from outside suppliers ( dj, caterer, etc.) and provide these to the HVCA Clubhouse Coordinator no later than ten (10) days before the function.

- Renter/ resident/ homeowner must be in attendance during the entire function.
- All decorations must be freestanding. No signs. Banners, decorations, etc. may be affixed to any part of the building.
- Food may be stored in the HVCA Clubhouse refrigerator no more than twenty – four (24) hours prior to an event. This may not be possible if there is a prior day event. If alcohol is on the premises, renter/ resident/homeowner must be present.
- All spills, etc. must be taken care of immediately. There is a broom, a mop and a bucket, and a vacuum cleaner available for use. Renter/ resident/ homeowner must supply paper towels and other cleaning supplies.
- If there is damage, renter/ resident/homeowner must immediately inform the HVCA Clubhouse Coordinator by phone. Leave your name, number where you can be contacted and a message. Failure to do so will result in a surcharge in addition to cost of damages.
- Under no circumstances, is anyone permitted to borrow furniture, equipment of any kind, or any object that is part of the HVCA Clubhouse.



## **HVCA Clubhouse Renter/ Resident/ Homeowner Responsibilities (continued)**

### **Before the renter/ resident/ homeowner exits the HVCA Clubhouse:**

All clean up is to be completed before the renter/ resident/homeowner exits the building. The HVCA Clubhouse must be left in the same condition as it was found.

Folding tables and chairs must be cleaned, folded and returned to the storage closet.

All HVCA Clubhouse furniture must be carefully returned to its original layout.

All surface areas must be cleaned and floor areas vacuumed. The kitchen floor must be mopped.

The refrigerator is to be emptied and wiped down.

Do not leave any dishes, caterer's trays, etc.

All trash must be removed from the premises. No trash is to be left inside or outside the HVCA Clubhouse. Trash and recyclables containers are provided on the porch at the rear of the clubhouse. If containers are full, the excess trash must be removed. The renter/ resident/ homeowner is responsible to provide trash bags if this occurs.

Thermostats in the Main Room and Game Room should be properly adjusted to 62 in cold weather and 78 in hot weather.

Check bathrooms to be sure that water is off and toilets/urinals are not running.

All light switches should be set to the red dots with the exception of the five table lamps on timers on the first floor.

Turn off all fireplaces.

Check that all doors are secure.



## RENTER CHECKLIST

-----All cleanup completed before renter exits the building.

-----Folding tables and chairs cleaned, folded, and returned to storage closet.

-----All furniture returned to original layout.

-----All table and countertop surfaces are to be cleaned.

-----Rugs vacuumed. Wood floor spot cleaned.

-----Kitchen floor mopped.

-----Check walls behind food serving areas for spotting.

- Refrigerator emptied and wiped down.
- No dishes, plasticware, caterer's trays are to be left in the kitchen.
- All trash must be removed from the Clubhouse. Renter provides trash bags.
- Thermostat readjusted to 62 in cold weather, 78 in hot weather.
- Fireplaces turned off.
- Check bathrooms: water off, toilets not running, trash cans emptied.
- All light switches should be set to the red dots with the exception of the table lamps on timers on the first floor.
- Check that entry doors are secure.



## HV CLUBHOUSE RENTAL INSPECTIONS

	Pre	Post
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Main Room		
Furniture/Accessories	_____	_____
Floors/Rugs	_____	_____
Fireplaces	_____	_____
Storage Closet	_____	_____
Tables (11)		
Chairs (50)		
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Kitchen		
Counters	_____	_____
Sink	_____	_____
Stovetop	_____	_____
Wall Oven	_____	_____
Microwave	_____	_____
Refrigerator	_____	_____

Cabinets \_\_\_\_\_  
Closet \_\_\_\_\_  
Trash Cans \_\_\_\_\_  
Floors/Walls \_\_\_\_\_

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Bathrooms  
Sinks \_\_\_\_\_  
Toilets \_\_\_\_\_  
Paper Towel Holders/Trash Cans \_\_\_\_\_

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Hallways/Janitorial Closet \_\_\_\_\_  
Coat/Storage Closet \_\_\_\_\_  
Thermostat(s) \_\_\_\_\_  
Light \_\_\_\_\_

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HV Clubhouse Grounds/Parking Lot

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**Pre-inspection:** Homeowner/Renter \_\_\_\_\_ Clubhouse Co. Member \_\_\_\_\_  
**Post Inspection:** Homeowner/Renter \_\_\_\_\_ Clubhouse Co. Member \_\_\_\_\_