

## **Canterbury Place Condominiums Council of Homeowners, Inc. Clubhouse Rental Application & Agreement**

Rental Date Required: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Requested Start Time: \_\_\_\_\_ Vacate Time: \_\_\_\_\_ (Includes set-up/clean-up time)

Unit Owner: \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

1. Canterbury Place Co-Owners must be members in good standing and current in their maintenance fees to confirm a reservation.
2. The Clubhouse may be reserved by Co-Owners between the hours of 9:00 AM and Midnight, Sunday through Saturday for a fee of \$75.00 per day. Rental does not include the pool area and guests are not permitted to use the pool.
3. Reservations for the Clubhouse will be on a first come, first served basis. However, in the interest of fairness, the HOA Board reserves the right to limit the frequency of clubhouse rentals by any one co-owner. A Co-Owner is not allowed to rent the Clubhouse for the same day of the week for more than two (2) consecutive weeks nor for more than two (2) or more consecutive holidays nor for more than one (1) consecutive day.
4. The Clubhouse Coordinator or their designee will perform a walk-through inspection of the premises before and after the event to document any cleaning needs or damage. The renter may attend the inspections if they so desire. Following the event, the renter will complete the post event cleaning check list as outlined in section 14 of this agreement. Cleanup of the Clubhouse must be completed by 9:00 AM the day following the event.
5. The renter accepts financial responsibility for any and all damages or cleanup fees.
6. The Co-Owner will be issued a key which must be returned no later than the day following the rental.
7. The maximum capacity of the Clubhouse is 45 per the Fire Marshal.
8. The Co-Owner must be present at all times during the event.
9. If Clubhouse parking is full, guests must be instructed to park along Eastbridge Court without blocking any driveways or side streets nor can they park along the curb in front of the Clubhouse.
10. For fire safety, no entrance or exit to the Clubhouse can be blocked.
11. No smoking or the use of any tobacco products is permitted in the Clubhouse.
12. Co-Owners who desire to rent the Clubhouse should call the Property Manager to determine availability. The Rental Agreement may be obtained from the Property Manager or may be downloaded from their website.

13. To secure a rental date, a signed copy of this agreement along with a check in the amount of \$75.00 should be mailed to the Property Manager at the address listed below. The check should be made payable to the Canterbury Place Homeowners Association. Cash will not be accepted. Reservations are not considered confirmed until a signed application and check for the rental are received and approved by the Property Manager. Once the reservation is confirmed, the Property Manager will contact the Unit Owner to confirm the details of the rental. This document shall serve as the rental agreement.
  
14. The renter is responsible for returning the premises to the same general condition as it was received. The renter is expected to complete the after-rental checklist below:
  - Return thermostat to 60 degrees in the winter and 78 degrees in the summer.
  - Clean any dishes or the coffee pot and leave the dishwasher clean and empty.
  - Remove food and clean refrigerator if needed.
  - Clean all kitchen appliances used, countertops and kitchen floor.
  - Clean restroom sink, counters, and mop floor.
  - Restock restroom paper towels and toilet paper if needed.
  - Empty garbage cans in the kitchen and restrooms and replace trash liners.
  - Leave storage room neat with no combustibles on the floor near the mechanicals.
  - Wipe down glass tables with Windex.
  - Wipe down folding tables in adjoining rooms (if used).
  - Return all furniture returned to its original location.
  - Vacuum carpet and remove any new spots removed.
  - Turn off all lights and fans.
  - Lock all doors and windows including the door from the restrooms to the interior Clubhouse.
  - Remove all trash and dispose in the large trash bin in the pool area.
  - Return key to the Clubhouse Coordinator or the lockbox outside the Clubhouse.

**I certify by my signature that I have received and read the Clubhouse Rental Application and Agreement and agree to abide by the terms and conditions.**

Unit Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evans Property Management LLC  
 Attention: Donna Skaggs  
 445 Baxter Avenue Suite 200  
 Louisville, KY 40204  
 Phone: 502-410-4190  
 Fax: 502-415-7232

Website: <https://evans-property.com/property/canterbury-place>

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Reserved for Property Manager Notes

*Application Received:* \_\_\_\_\_ *By:* \_\_\_\_\_

*Rental Fee Received:* \_\_\_\_\_ *By:* \_\_\_\_\_

*Event Booked:* \_\_\_\_\_ *By:* \_\_\_\_\_

*Approval Confirmed with the Renter:* \_\_\_\_\_ *By:* \_\_\_\_\_

**Clubhouse After Rental Checklist**  
Upon Completion of the Rental  
Cleaning Supplies are Located in the Storage Room

- Return thermostat to 60 degrees in the winter and 78 degrees in the summer.
- Clean any dishes or the coffee pot and leave the dishwasher clean and empty.
- Remove food and clean refrigerator if needed.
- Clean all kitchen appliances used, countertops and kitchen floor.
- Clean restroom sink, counters, and mop floor.
- Restock restroom paper towels and toilet paper if needed.
- Empty garbage cans in the kitchen and restrooms and replace trash liners.
- Leave storage room neat with no combustibles on the floor near the mechanicals.
- Wipe down glass tables with Windex.
- Wipe down folding tables in adjoining rooms (if used).
- Return all furniture returned to its original location.
- Vacuum carpet and remove any new spots removed.
- Turn off all lights and fans.
- Lock all doors and windows including the door from the restrooms to the interior Clubhouse.
- Remove all trash and place in the large trash bin in the pool area.
- Leave this form on the Kitchen counter.
- Return the Clubhouse key to the Clubhouse Coordinator or the lockbox outside the Clubhouse.

Renter Comments:

The above items have been completed:

\_\_\_\_\_

Unit Owner

\_\_\_\_\_

Date