

THE VILLAGE AT STONE RIDGE CLUBHOUSE RESERVATION AGREEMENT Updated 2/24

All clubhouse rental procedures are governed by *VSR Policies & Rules and Regulations*. Rental form (page 3) is to be completed and submitted by owner to Evergreen Management initiate clubhouse rental process.

Submit your requested date to Donna Bettez at Evergreen Management (603-622-7000) or to dbettez@evergreenmgt.com. She will advise you as to whether this date is available. The complete approval process can take up to two weeks. Please allow for this in your planning. Final confirmation will be made after a signed reservation form has been submitted, reservation and security deposit payments received in full, and the Clubhouse Chair has given approval. Owner will be notified of rental confirmation following Clubhouse Chair's action.

FEES: There is a \$125.00 use fee and a \$150.00 security deposit which will be returned if the clubhouse is left in original condition. Note: **The fee for rental of the clubhouse is waived for funeral receptions of Village residents or close relatives of a resident (mother, father, or child)**. Separate checks should be made payable to: THE VILLAGE AT STONE RIDGE, and sent to Evergreen Management at 17 Commerce Drive, Bedford, NH 03110.

INSPECTION: The clubhouse will be inspected prior to and after a private function. Any violations of this reservation agreement will be assessed to the unit owner and the security deposit may not be returned.

GUIDELINES FOR USE:

- Usage of the clubhouse by unit owners is limited to private social functions only.
- The clubhouse may not be used for any commercial, sales, or political events.
- The unit owner must be present throughout the function.
- Initiating a rental requires a rental fee, a returnable deposit, and signing a Waiver of Liability, releasing VSR from responsibility related to any damage or injury during the event.
- The rental agreement may be obtained from the managing agent or online at villageatstoneridge.com.
- All rentals of the clubhouse including fees and liability waivers must be coordinated with the managing agent and are subject to Clubhouse Committee Chair's approval.
- No music is permitted outside the clubhouse.
- Rental usage is restricted to the inside of the clubhouse and the patio and *excludes* use of the fitness center.
- No decorations may be attached to the walls.
- Reservations for Christmas, Easter, and Thanksgiving may only be submitted 6 months in advance.
- Activities outside the clubhouse must cease at 10:00 P.M.
- Activities inside the clubhouse must cease at 1:00 A.M.

PRIOR TO THE FUNCTION: The renter should be sure that the two (2) "sawhorses" stored in the electrical room, are placed across the street from the clubhouse to prevent parking on the grass.

Note: There is a front door (foyer) locking override. In the electrical room there is a labeled push button on the box just below the circuit breaker box. Press the button and the foyer doors will stay unlocked for a period of 1 hour. Push again for additional hours.

AT CLOSE OF THE FUNCTION: The renter is responsible for assuring the clubhouse is clean and secured. Cleanup instructions are in a notebook on the kitchen counter.

Checklist for clean-up – please be sure that;

- all dishes, glassware, flatware, and kitchenware that is used is washed and put away.
- the dishwasher is emptied and oven/microwave clean.
- kitchen surfaces are clean.
- dish cloths and towels are washed and returned.
- trash and recycling containers are emptied and new liners placed in the bins.
- food and drink items brought in are removed.
- furniture has been restored to its original position – see photos in counter notebook.
- floors are clean.
- bathrooms are clean.
- remotes are returned to shelf in library.
- doors and windows are locked.
- folding chairs and tables are restored to their storage areas.
- the ‘no parking’ saw-horses are returned to the electrical room and this door is left open.
- the gas grill and fireplaces are SHUT OFF.
- lights, fans, and air purifiers are SHUT OFF.
- thermostats are set to OFF in spring, summer and fall and set to 62 degrees in winter.

A fine of \$25 will be levied if the thermostats are left at improper settings. The cost of any additional cleaning or excess trash removal will be deducted from the security deposit.

If you chose to have the clubhouse professionally cleaned, a suggested cleaning service is Amanda Mello, farmhousehomeimp@gmail.com 978-790-0139.

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Name of Unit Owner: _____

Address: _____ Phone Number: _____

Date of Function: _____

Time: (including set-up and clean-up): From _____ to _____

Number of People: _____ (Please note: the maximum occupancy is 75.)

Purpose of Function: _____

Patio grill will be used: Yes _____ No: _____

INDEMNIFICATION: The undersigned agrees to hold the Association harmless from any lawsuit arising from activities connected with their reservation of the clubhouse during their exclusive or limited use.

VSR owner must be present at all times.

The undersigned agrees to the above terms and agrees to abide by the above clubhouse rules and usage requirements attached.

Unit Owner: _____ Date: _____

Clubhouse Chair: _____ Date: _____

Submit this signed form and payments as follows:

FEES: \$125.00 usage fee and a \$150.00 security deposit which will be returned after inspection if the clubhouse is left in original condition.

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