

## CHANCELLOR'S RIDGE HOMEOWNERS ASSOCIATION, INC. CLUBHOUSE RENTAL AGREEMENT

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### IMPORTANT! PLEASE NOTE:

- **RESERVATION DATES ARE CONFIRMED ONLY UPON RECEIPT OF APPLICATION AND FEES.**
  - **A FORMAL CONFIRMATION WILL BE MAILED TO RENTAL APPLICANT AFTER RECEIPT OF APPLICATION AND FEES**
  - **FAILURE TO COMPLY WITH THIS AGREEMENT IN FULL WILL RESULT IN FOREITURE OF RENTAL DEPOSIT**
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1. The clubhouse may be reserved by any Chancellor's Ridge Homeowners Association member, of at least 21 years of age, for the purpose of hosting an event.
  - a. **The reserving member must be present at the said event at all times.**
  - b. Reserved functions for persons under the age of 21 years must be chaperoned by the reserving resident. The resident will be responsible for any damage.
  - c. Any resident will not reserve the clubhouse on a sub-lease basis.
  - d. The Board of Directors has the authority to deny a rental for any reasonable cause, in a uniform manner.
2. Reservations will be accepted on a first come first serve basis.
3. **No pool privileges come with the reservation of the clubhouse. (That is, No usage of pool by renter or guests of clubhouse events)**
4. Only 85 persons are allowed in the clubhouse at once. This rule is in accordance with the local fire ordinances.
5. The clubhouse may not be used after 2:00 AM for any event. After 11:00 PM all doors and windows must be closed and the music turned down and contained to appropriate levels within the building. Doors and windows should be closed whenever the heating or air condition is in use.
6. Reservations are to be made through CAS, Inc. There is a \$110.00 rental fee payable to the Chancellor's Ridge Homeowners Association. There will be a refundable deposit of \$200.00 payable by a separate check to the Chancellor's Ridge Homeowners Association. The rental fee will be used to defray the cost of the clubhouse utilities and general maintenance. The deposit will be returned only if reserving resident complies in full with this agreement. Failure to comply may result in forfeiture of all or a portion of the deposit. Reservations will be firm only upon receipt of the rental fee and deposit.

7. The \$200.00 deposit will be totally refunded except under any of the following circumstances:
  - a. If damage occurs, the \$200.00 deposit will be applied toward the cost of repairs with any remaining repair cost billed to the reserving resident.
  - b. In the event the clubhouse is not cleaned thoroughly, all or a portion of the deposit will be retained to cover the cost of cleaning.
  - c. Rental key not returned by 10:00 am the day following the event.
  - d. Failure to comply with this agreement in full.
8. Any member MAY NOT use the clubhouse for personal gain, profit or commercial use. The clubhouse is for the use of Chancellor's Ridge homeowners and their guests only and may not be used for functions that are opened to the public. No admission fee or charge of any kind may be levied to the guests of a private party or function. The clubhouse may not be used for private or personal fund raising events for any club or organization without the prior approval from the Chancellor's Ridge Board of Directors.
9. When possible, parking should be limited to the clubhouse area only. If additional parking is necessary, guests are asked to park responsibly.
10. No one under 21 years of age is allowed to consume alcoholic beverages on the premises.
11. During the winter the HEAT must be left ON and the thermostat lowered to 55 degrees after use. During the summer, the AIR CONDITIONING must be left ON and turned to 78 DEGREES after use.
12. No pets are allowed in the clubhouse (with the exception of working animals).
13. Renter agrees that during the rental period the renter and their guests MAY NOT use the pool. Failure to comply with this rule will result in forfeiture of deposit.
14. Tape and staples should NOT be applied to the walls or ceiling. Tape may be applied to the painted trim.
15. Refund Policy: Cancellations made 30 days in advance or more before the event will be refunded. Cancellations made less than 30 days before the event will not be refunded.

#### **New Chancellor's Ridge Policy on Delinquent Payments:**

**Effective March 1, 2005 the Chancellor's Ridge Board of Directors has established a new policy regarding delinquent payments. An owner who is delinquent in payment of any assessment or fine will be denied many of the privileges of Chancellor's Ridge including reserving or using the Clubhouse. The payment record will be checked when the completed reservation form and appropriate payments are received in the CAS Management office. Owners who have a delinquent payment outstanding will have their fees and application returned. If CAS becomes aware that an owner has become delinquent in payments after making a reservation, the event and the reservation will be cancelled and the fees returned to the owner.**

## CHECK LIST TO FOLLOW BEFORE LEAVING THE CLUBHOUSE:

- Contact committee member in advance (as directed by CAS) to make arrangements to pick up key.
- Wipe clean all counter tops and tables, and chairs. Multi-purpose cleaning supplies are located in the men's restroom closet. Any other cleansers will need to be provided by the renter.
- Wipe down and clean sink and floor at Bar. Remove any items you brought from the refrigerator and make sure it is left clean.
- Vacuum all carpets & sweep all floors (vacuum is located in the closet in the men's bathroom)
- Arrange and straighten furniture to original placement.
- Clean bathrooms, including emptying trash and checking to be sure nothing has been damaged. Additional paper towels and toilet paper can be found in the men's bathroom closet.
- Remove all trash from the premises and around grounds. Large black trash bags are located in the closet in the men's restroom. Make sure all cigarette receptacles are clean. Take ALL trash to the dumpster. *NOTE: If all trash is not removed, your deposit will NOT be refunded.*
- Make sure all water has been turned off in both bathrooms and the kitchen (*and any other applicable areas*).
- Remove all personal belongings.
- Go over checklist with Clubhouse Committee member and **return the key to committee member by 10am the following day**. Any carpet or wall stains, which occurred during the rental, should be called to the committee member's attention at this time so that proper cleaning can be arranged.
- Turn thermostat to 78 degrees (on A/C) in summer and 55 degrees (on heat) in winter.
- Turn off lights before leaving.
- Lock and secure all doors to outside. Be sure to engage security alarm when leaving.

Sign off:

\_\_\_\_\_

Reserving Resident

\_\_\_\_\_

Date

Sign off:

\_\_\_\_\_

Clubhouse Committee Representative

\_\_\_\_\_

Date

**CHANCELLOR'S RIDGE  
CLUBHOUSE RESERVATION FORM**

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

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

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_

Date of Party: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Time: \_\_\_\_\_

I acknowledge I have been given a copy of the rules and regulations governing the clubhouse and I agree to abide by these rules.

Deposit Paid (\$200.00) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Check #: \_\_\_\_\_

Fee Paid: (\$110.00) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Check #: \_\_\_\_\_

**Must be made payable to Chancellor's Ridge HOA**

The clubhouse will be used for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chancellor's Ridge Homeowners Association Inc. shall not be liable for any damage or injury to the Homeowner-in-use or his/her guests howsoever caused nor shall the Association be responsible for any accident to the Homeowner-in-use or his/her guests. The Homeowner-in-use agrees that he/she will not hold the Association liable in anyway, whether such accident occurs on the common ground, on any part of the recreational facilities, parking areas, or adjacent areas.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Signature

**\*\* Reservation requests will be denied for homeowners delinquent in payment of assessments or fines. If you need to check your account, please contact CAS Management at 877-420-9320. \*\***

**HOST LIQUOR LIABILITY AGREEMENT:  
★MUST BE SIGNED EVEN IF NO ALCOHOL IS TO BE SERVED★**

The undersigned hereby agrees to accept the Host Liquor Liability responsibility for \_\_\_\_\_  
\_\_\_\_\_ (activity) held on \_\_\_\_\_  
between the hours of \_\_\_\_\_ and \_\_\_\_\_ and to hold the  
Chancellor's Ridge Homeowners Association, Inc. harmless.

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

Return form & checks to:  
Chancellor's Ridge  
c/o CAS  
5915 Farrington Rd. Ste. 104  
Chapel Hill, NC 27517

**\*\*\* The Board of Directors has the authority to deny a rental for any reasonable cause,  
in a uniform manner. \*\*\***