

**Kirkman Preserve Residential Association (KPRA)
Clubhouse Rental Request**

**RENTAL AGREEMENT
Effective February 1, 2024**

By completing this rental agreement, I acknowledge receipt of the rental information, which includes the Usage Rules, Guidelines, and the Cleaning Checklist for the clubhouse rental. I further understand that if my rental fee is not paid, and my paperwork is not completed and sent to Selective Management Services **within 5 days of my request, my reservation will be canceled.**

1. As the resident, I, or an individual listed on my HOA account, agree to be present throughout the **entire** rental period. This includes set up and clean up times.
2. I understand that it is my responsibility to confirm the date and time of the rental are correct.
3. I understand that full payment must be made online at the time the rental is reserved.
Go to: <https://www.selectivemgmt.com/tops.html>
 - ❖ Half-day rentals are reserved for **\$50. 8:00 am to 3:00 pm or 4:00 pm to 11:00 pm.**
 - ❖ Full day rentals are reserved for **\$100. 8:00 am to 11:00 pm.**
4. I understand that I will only have access to the clubhouse for the time period I have reserved and paid.
5. I agree to comply with the Cleaning Checklist and leave the completed checklist signed on the counter.
6. I understand that if ANY of the cleaning guidelines are missed, a cleaning fee of \$100 will be charged to my account.
7. I understand that use of the clubhouse for me, and my guests, is at my and their own risk. I understand I am responsible for any liability or damage that takes place during my reservation. Any expenses associated with damage during my rental will be charged to my account.
8. Any damage should be reported to Rentals@SelectiveMgmt.com **within 24 hours.**
9. I understand that if I need to cancel my rental I must do so 7 days prior to my event for a full refund.
10. Cancellations made less than 7 days of the event, will receive ½ of their rental fee back.

Please complete the information requested in order to confirm your reservation *and email to SMS.*

I, _____, agree to follow the information in the rental agreement for the Kirkman Preserve Clubhouse.

Signature: _____

Event Date: _____ Event Time: _____

Event Type: _____ Number of Guests: _____

If you have any trouble accessing the clubhouse or encounter any other issues, call Cyrus with Selective Management Services at 205-266-2544.