

Knox Square

Rental Guidelines and information.

The following rules have been established with your benefit in mind. This is your neighborhood and as you see opportunities to enhance the facilities or community, please let your association manager (**Mark LeBeau**) know at Mark@SelectiveMgmt.com

GENERAL USE GUIDELINES WHEN NOT RENTING

1. General use of the Clubhouse is exclusive to Knox Square Owners and Members.
 - a. Unless reserving per the rental guidelines, only one guest accompanied by owner is allowed.
2. Access to Clubhouse through use of Key FOB will be available from 8 am until 10 am daily without reservation or charge.
 - a. Between 10 am and 10 pm, access is allowed unless clubhouse is rented. Refer to rental calendar to determine times clubhouse is not rented.
3. Please clean appliances after each use.
4. A grill is available for use. Please use caution when grilling and never leave unattended when lit. Please clean the grill after each use.
5. No smoking of any kind or drug paraphernalia is allowed.
6. No drink or food should be left in the fridge.
7. Any mess that is made should be cleaned up and any garbage removed.
8. No wet clothes should be worn inside of the clubhouse or on any interior furniture.
9. Please turn off all TV's and lights when leaving.
10. No furniture or window treatments should be moved or rearranged.
11. No pets are allowed inside of the clubhouse except for registered Service Animals.



RENTAL GUIDELINES

Rental of the Knox Square Clubhouse is exclusive to Knox Square Owners.

- 1.** The Owner, "Renter", is a Member of the Knox Square Residential Association, and must: (a) be a Member in good standing; (b) sign the Rental Contract; (c) pay the \$250.00 security deposit and applicable rental fees (\$200 per day); and (d) be in attendance at the event. Payment of the rental fee confirms the reservation. Reservations (date and time) cannot be held until the rental fee is paid. Reserving the Clubhouse will be on a first come first serve basis.
- 2.** Clubhouse capacity is 117 people.
- 3.** Rental of the Clubhouse includes the use of the kitchen, lounge room, grill and outdoor porch area.
- 4.** Cancellation Policy: 2 weeks prior to date of event, written notice must be given for a refund.
- 5.** Use of the Clubhouse must end by 10 pm. If the clubhouse is not vacated by 10pm, the alarm system will go off and the Renter will be responsible for an additional \$100.00 charge.
- 6.** The rental time is inclusive of set-up, event, and clean up. Renters entering the Clubhouse prior to or leaving after their reserved time will be charged \$50.00 per hour.
- 7.** Renter is responsible for the set-up and clean up for their event. The kitchen is not equipped with disposal; therefore, all garbage must be bagged and taken to the Club's garbage cans. Club room and kitchen floors are to be swept and mopped (with water only), kitchen is to be cleaned, and outdoor area swept. No food is to be left in the refrigerator or freezer. Mop, broom and basic cleaning items are provided.
- 8.** No decorations, banners, streamers, etc. are allowed on walls, windows, ceiling or other areas. Nothing can be nailed to the walls or taped to walls or furnishings. No open flames (candles, etc.) are permitted.
- 9.** Furniture, furnishing or window treatments in the Clubhouse cannot to be moved or rearranged.
- 10.** No pets (except certified service animals) are allowed on the Clubhouse property.
- 11.** The Clubhouse must be thoroughly cleaned (see Checklist) and all lights (interior & exterior) turned off. All doors are to be shut.
- 12. SMOKING AND SMOKELESS TOBACCO PRODUCTS ARE STRICTLY PROHIBITED IN THE CLUBHOUSE OR ON THE CLUB'S PROPERTY.**

13. Inspections will be made of the Clubhouse property to determine any damage and ensure all rules have been followed. If damage is found or the Clubhouse property is not properly cleaned, deposit will be forfeited.

14. There is a grill outside available for use. Grill cannot be left unattended and must be cleaned after use.

15. The Renters will be held responsible for the conduct of all guests during an event. The Renter shall reimburse Knox Square or any third parties for any damages to Clubhouse property or to the property of others caused by anyone attending or involved with the event, be it the Renter, the Renter's family, the Renter's guests, or persons hired by the Renter to facilitate the event.

17. Knox Square, its Developers, their directors, officers, employees, agents, and third-party managers, shall not be liable for any injuries to any person or damage to or loss of property involving the event, the Renter, or the Renter's family, the Renter's guests, or other persons hired by or associated with the Renter on the Clubhouse property. The Renter shall indemnify and hold harmless the Knox Square, its Developers, their directors, officers, employees and third party managers, from any and all claims, demands, actions, cause of action, liabilities, losses, cost, damages and expenses (including reasonable attorney's fees) arising out of or in connection with any use or occupation of the Clubhouse or any other property of the Clubhouse by any person including, without limitation, the Renter, the Renter's family, guests, or any person hired by the Renter in connection with the event.

Rental forms and requests can be filled out online at SelectiveMgmt.com under "Clubhouse Rentals"