

# Oaks of Edgewood Homeowners Association

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## Clubhouse Rental Information and Request Form

The clubhouse is available to residents only for rental for private events between the hours of 10:00 a.m. and 10:00 p.m. seven days a week. The resident must be current in all assessments.

All work required to make private rentals possible is carried out by unpaid volunteers who greatly appreciate the cooperation and consideration of their neighbors who choose to rent the facility.

If you are interested in renting the clubhouse, please review carefully all the information contained in this packet and complete the Request Form in its entirety. Note that correspondence between you and the HOA will be conducted via email.

### About the Facility

- The main room measures 39' X 59' and has a maximum capacity of 122 people. (Use of tables decreases the number of people who can be accommodated.)
- Except during the time the swimming pool is operated, there are two restrooms available—one for women and one for men. When the pool is in operation, the men's restroom will be available for clubhouse use, and the women's restroom will be available for those using the pool.
- There is a kitchen with household appliances (refrigerator, range, and microwave). There is a generous amount of counter space and a large pass-through to the main room. No cooking or baking equipment is supplied. No dishes or eating utensils are supplied.
- Folding tables and chairs are available as follows:
  - 12 round tables (60" in diameter)
  - 4 rectangular tables (72" X 30")
  - 2 rectangular tables (96" X 30")
  - 90 chairs
- Rental of the clubhouse does **not** include pool or pool area.

### Rental Fees and Deposits

The rental rate is \$25.00 per hour with a two-hour minimum required for each rental. **Important note: The hours requested and paid for must include all time needed for setup for the event and cleaning of the facility after the event.**

\$50.00 of your full rental fee must be paid when you submit your Rental Request Form. This \$50.00 payment will cover the first two (2) hours of your rental period and will confirm your reservation of the clubhouse for the date and time you request. The remainder of your rental fee must be paid not later than five (5) working days before your rental date.

A cleaning and damage deposit of \$200.00 is required for each rental. If you provide a separate check or money order for this deposit, it will be returned to you at the conclusion of your rental period if all cleaning requirements have been met and no damage has been done to the clubhouse or its contents.

All payments must be in the form of a check or money order made out to Oaks of Edgewood HOA. A fee of \$30.00 will be charged for each check returned for insufficient funds.

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## Rental Process

- Obtain a copy of this information packet and Clubhouse Rental Request Form by downloading it from OaksOfEdgewoodHOA.com or by sending an email request for the packet to HOAOaksOfEdgewood@gmail.com. (You may contact the HOA by email prior to completing and submitting the paperwork to learn if the date and time you want is currently available. However, your request will **not** be confirmed until your paperwork and \$50.00 payment are received by the HOA.)
- Review the information packet, complete the Request Form, and return the form plus your \$50.00 initial payment to the clubhouse by mailing it to Oaks of Edgewood HOA, 1201 SW 10<sup>th</sup> Terrace, Oak Grove, Missouri, 64075-9440. Alternately, you may drop your envelope into the mailbox/drop box at the clubhouse.
- Requests will be processed in the order in which they are received. Reservations will be made on a first-come, first-served basis. A minimum of one hour will be maintained between rentals.
- If the date and time you request are available and you have provided your \$50.00 initial payment, you will be notified by email that your reservation has been confirmed.
- If the date and time you request are not available, we will notify you and you may choose whether to attempt to work out an alternative or have your initial payment returned to you by mail.
- You will be notified by email at least five working days before the remainder of your rental fee and your cleaning and damage deposit are due. **Payment must be received at the mailbox/drop box at the clubhouse by the due date or your reservation will be cancelled, and your \$50.00 initial payment will be returned to you.**

## Timeline for Payments / Cancellation Policy

- As stated previously, a \$50.00 payment is required at the time you submit your Rental Request Form. This payment covers the first two hours of your rental period and serves to confirm your reservation.
- The remainder of your rental fee plus your full cleaning and damage deposit must be received no later than five (5) working days prior to your rental date.
- You may cancel your reservation without penalty up to five (5) working days prior to your rental date. If you do so, your initial payment will be refunded to you by mail within one week of your cancellation. If you cancel your reservation less than five (5) working days prior to your rental date, you will forfeit the \$50.00 initial payment you made when you submitted your request.
- If you provide a single check or money order for the remainder of your rental fee and your cleaning and damage deposit, any amount due you after the conclusion of your rental period will be mailed to you within one week of your rental date.

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## Clubhouse Rental Request Form

Please print your information legibly on the lines below.

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Rental Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Total Number of Hours: \_\_\_\_\_ Total Rental Fee: \_\_\_\_\_

I hereby submit this completed, signed form and a check or money order in the amount of \$50.00 to request rental of the clubhouse for the date and times stated above. I understand that the \$50.00 payment covers the first two (2) hours of the fee for my rental period.

I understand that my reservation is contingent upon being current in all assessments due to the HOA and the availability of the clubhouse for the requested date and time. I understand that I will be notified by email when my request has been processed.

I agree to meet all deadlines with regard to payment of the remainder of my rental fee and the cleaning and damage deposit.

I understand that my initial payment will be returned to me in full if I cancel my reservation prior to five (5) working days before my rental date, and that I will forfeit that payment if I cancel less than five (5) working days before my rental date.

I understand that I assume all responsibility for the conduct of my guests and that I am required to be present throughout my rental period.

I understand that I will not be granted access to the clubhouse until the beginning of my rental period and that I must have completed all cleanup by the end of my rental period.

I agree to follow all the Clubhouse Rules, including the prohibition of the possession or consumption of alcohol, as stated on page 4 of this document.

I agree to return the clubhouse to the standard condition as stated on page 5 of this document no later than the ending time of my rental period. I understand that a representative of the HOA will determine if I have satisfied that requirement. If it is deemed that I have not met the standard, I understand that the HOA will determine the amount to be forfeited from my cleaning and damage deposit based upon the cost of cleaning performed by a professional janitorial service.

I understand that the cost of repair or replacement resulting from any damage caused to the building or any of its contents during the course of my rental will be paid for out of the cleaning and damage deposit that I have paid. I further understand that, if the cost is greater than the deposit I have paid, the HOA will bill me for the difference, and I agree to pay that difference upon receipt of that bill.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Clubhouse Rules

- Smoking in the clubhouse is prohibited. Violations will result in forfeiture of the entire cleaning and damage deposit.
- Alcohol is not permitted inside the clubhouse or on HOA property.
- No improper or indecent behavior is allowed on the premises.
- Pets are not allowed in the building.
- Skateboarding and/or in-line skating are prohibited on the premises.
- Weapons, concealed or not, are prohibited on the premises.
- Proper attire, including shoes and shirts, must be worn inside the building. No wet swimsuits are allowed in the clubhouse.
- Rental of the clubhouse does not include the pool or pool area.
- Renters are responsible for all set up of tables and chairs for their event and are also responsible for cleaning them and returning them neatly to the storage closet by the end of their rental period.
- Attaching decorations to the walls in any way is prohibited. (This includes, but is not limited to, the use of pins, tacks, tape or adhesives of any kind.)
- The use of candles or any type of open flame is prohibited.
- Music must be kept to a volume that does not disturb the neighborhood.

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## Janitorial Equipment and Supplies

Renters are responsible to use and properly care for the following items that are needed to complete the tasks necessary to meet the cleaning requirements. All items are to be put away neatly in the janitorial closet after use.

- Spray cleaners and paper towels are provided for cleaning tabletops and counters.
- Supplies for cleaning the restrooms are provided.
- A dust mop and wet mop with bucket are provided for cleaning the floors.
- A vacuum cleaner is provided for cleaning the mat in the entryway.

**Note:** A representative of the HOA will inspect the clubhouse with you at the beginning and at the end of your rental period to determine if the standards stated below have been met. Both of you will sign off on a form provided for that purpose.

## Standard Condition of Clubhouse

### General

- All trash/debris in all areas of the building is to be placed in trash bags and taken to the red AAA container on the west side of the building. New trash bags are to be placed in the trash receptacles inside the building.
- The floors throughout the building are to be free of any visible dirt and/or debris with no wet or sticky areas.
- The mat in the entryway is to be free of debris.

### Main Room and Entryway

- All table tops are to be clean. All round tables and chairs are to be neatly stored on their respective racks in the storage closet. All rectangular tables are to be carefully leaned against the wall in the storage closet.
- Windowsills are to be free of any trash or debris.
- The slats of the blinds on all the windows are to be straight and operational. (It is noted that some slats on some of the blinds have ends that are broken off.)

### Restrooms

- All toilets/urinals are to be clean, flushed, and operational.
- All sinks are to be clean and in good working order.
- There should be no spills or trash in the room.

### Kitchen

- Counters and sinks are to be clean.
- All appliances are to be clean.
- All food and/or beverages are to be removed from the premises.