

Prospect Point Clubhouse Rental Information

Clubhouse address

2904 Rivercliff Drive Villa Hills, KY 41017

Clubhouse Manager

Rhonda Laws
2706 Wesley Dr.
Villa Hill, KY 41017
Home — 859.426.0973
Email – rmlaws@aol.com

Clubhouse Rental Board Liaison

Sally Zeidler
Home — 859.341.0237

Please make checks payable to:

"PPHOA"

Mail or deliver to:

Rhonda Laws
2706 Wesley Dr.
Villa Hill, KY 41017

(Please include a signed rental agreement and both checks)

Please get all paperwork and checks to Clubhouse Manager
At least 14 days before rental.

In case of Emergency:

Police / Fire - 911
Rentz Management — 859.581.4815
Sally Ziedler — 859.341-0237

***** Your account must be in good standing in order to rent the clubhouse. Reservations will NOT be accepted by delinquent homeowners.**

***** Note: Event cancellations MUST be at least two weeks prior to your scheduled event in order to receive a refund.**

Prospect Point Clubhouse Rental Information

Prospect Point Clubhouse is exclusively available to rent by all homeowners in Prospect Point upon approval of application by the Association (Through the Clubhouse Manager or Rentz Management). Only a homeowner can rent the Clubhouse, and the renter/homeowner must be present during entire event.

Applicants must be at least 21 years of age and reservations are taken on a "first come, first served" basis with receipt of rental payment.

Rental fee is \$300.00, consisting of a \$100.00 usage fee and a \$200.00 security deposit. Payment of the \$300.00 is accepted by check only, in homeowners name only, (made payable to PPHOA) and should be made with 2 separate checks. The 100.00 check is kept by the Association and the \$200.00 check will be returned to the homeowner immediately after a thorough post rental Clubhouse inspection provided there is no damage. If there is damage, the Property Management Committee has the final decision as to the amount of funds to be returned.

Clubhouse Rules & Regulations

- Keys are provided with instructions at time of Pre-event inspection and must be returned at the Post-event inspection, both of which are scheduled with the Clubhouse Manager and renter/homeowner.
- The Clubhouse Manager, who is representing the Association, has eminent responsibility and authority over all rentals and events.
- Clubhouse rentals are accepted by homeowners only. Homeowner must be present at event.
- **Clubhouse rentals are not accepted by delinquent homeowners. Your account must be in good standing in order for your reservation to be accepted.**
- Renters have access to the clubhouse at 10 a.m. the day of the event. Cleaned facility must be available no later than 10 a.m. the following day of the event.
- Rental limit is for a 24 hour period unless rental fees are paid for additional days.
- Rental of the Clubhouse does NOT include usage of the Prospect Point pool. Any attempt to include the pool in any rental is prohibited.
- Deposit check will be returned one (1) week after event, provided the clubhouse and grounds are in the same condition as the rental.
- Total occupancy is limited to the posted amount.
- Required Clubhouse Cleaning list is given to all renters, as part of the Rental Agreement. Failure to comply with these cleaning requirements may result in forfeiture a portion or all of the deposit and additional charges may be incurred.
- Clubhouse windows, if opened, must be closed at the time of the event.

Clubhouse Rules & Regulations (Continued)

- Vehicles must not park on the grass to load or unload for the event.
- Parking is allowed in designated spaces only. Approximately 26 spaces are available in clubhouse parking lot. Overflow parking should be at River Ridge Elementary (call school for permission). Parking on the grass is prohibited. Improperly parked cars may be towed at owner's expense.
- Smoking is prohibited inside the clubhouse. NO hot plates, pans, bowls, etc. may be placed on the counter surfaces without trivet or potholder.
- Noise must be kept to a minimum. Event must end by 2:00 a.m.
- Profanity, loud and abusive language is prohibited.
- Banners, signs, and decorations are NOT to be adhered to any painted surfaces. Usage of nails, hooks, or tacks is prohibited.
- Tables and chairs are to be returned to the storage closet after event.
- Bring in "Private Party" sign from bottom of outside deck steps.
- Tents allowed on grass in the back of the clubhouse only with approved clubhouse rental. NO tents on deck.
- Folding tables and chairs are allowed outside but must be kept on the deck or patio.
- No open flames allowed.
- Use of smokers/ grills/ roasters must be approved by clubhouse manager.
- Smokers must be parked in circle of clubhouse parking only.
- Smokers must not block streets or resident driveways
- No confetti allowed.
- DJ or band must set up inside the clubhouse.
- No play-doh or bubbles allowed.
- Smoking is Prohibited anywhere inside the clubhouse.
- **These Rules are put in place for the benefit, security, and safety of all Prospect Point homeowners. We encourage you to discuss any questions you may have regarding these Rules & Regulations with the Clubhouse Manager.**

Prospect Point Clubhouse Rental

Cleaning Requirements:

- All tables, countertops and sinks are to be wiped clean, Including bathroom sinks and toilets.
- (NOTE: DO NOT USE ANY TYPE OF ABRASIVE CLEANER, i.e. Comet, Softscrub, etc. ON CORIAN (Gray) SURFACES. These surfaces include the kitchen counters, bar counter, portable bar counter, wall counter.)
- All kitchen appliances wiped clean (including inside of microwave).
- Run garbage disposal and water to remove food debris.
- All folding tables and chairs returned to storage room and stowed neatly.
- All tile floors (kitchen, entry hall and bathrooms) swept and mopped (mop & cleaner provided by Clubhouse).
- Carpet vacuumed and cleaned of ALL spills and stains. Vacuum provided. (There is a \$50.00 minimum charge for carpet left dirty and/or stained).
- Glass doors and windows cleaned (cleaner & paper towels provided).
- ALL garbage (including bathroom garbage) is to be bagged in strong plastic bags. All trash is to be removed from grounds surrounding clubhouse, deck, grass, and parking lot and taken to the dumpster on Silo Lane.
- Any Repair/Replacement cost(s) will be deducted from deposit (See Rental Agreement)

After the party is over, you can make arrangements for the Clubhouse manager to clean the clubhouse for you. It is better to ask before your scheduled event. You will be charged \$100 for the cleaning.

**** You will still be responsible for removing all garbage and taking it to the dumpster on Silo.**

**** Cleaning services will not remove your liability for any damage to the clubhouse.**

Prospect Point Clubhouse Rental Agreement

Renter Information

Name: _____

Address: _____

Date of Planned Event(s): _____

Home Phone: _____ Work/ Cell Phone: _____

Email Address: _____

Type of Event: _____

Number of Guests (not exceed 98): _____

Renter's Signature: _____ Date: _____

Accepted By (Prospect Point Clubhouse Manager): _____

By signing this agreement, I attest to and confirm, I have read and do understand all rules and regulations governing my rental of the Prospect Point Clubhouse.

I further accept and will adhere to all said rules and regulations, releasing Prospect Point from any liability and responsibility during time of rental and guest attendance.

I also understand and agree, if repair and/or replacement costs exceed my deposit, I am liable for the amount due, to be paid promptly upon receipt of a bill from the Association. Failure to pay gives the Association the right to suspend my community member privileges as well as file an assessment lien on my unit for charges accrued, including attorney fees. This lien may be enforced by foreclosure if payment is not received within 30 days of filing.