

PROCEDURES FOR USE OF THE CLUB HOUSE

The rental fee to use the Club Room half day is **\$175.00** for a **4** hour slot. The security deposit for half day is **\$300.00**. You are also given one hour for set up and one hour for cleanup. If you wish to use the club room for the full day, the rental fee is **\$350.00**. With a security deposit is **\$500**. All deposit is based on whether you choose a **4 hour slot** or **all day**. **PLEASE NOTE THAT THE RENTAL FEE IS NOT REFUNDABLE IF YOUR PARTY IS CANCELLED WITHIN 14 DAYS OF THE RESERVE DATE!! Both the security deposit and rental fee are due at the same time and must be made by check or money order.** Both payments are due within **48** hours of booking. The uncashed deposit check or money order is refundable after the event if the rules listed below are followed.

1. You may use the handicapped spaces for loading & unloading only. **DO NOT** Park in upper circle without a valid handicap permit. Under no circumstances may anyone park in the "Employee Only" parking spaces.
2. **DO NOT ALLOW MORE THAN 50 PEOPLE TO ATTEND YOUR FUNCTION.**
3. Be sure that none of the guests are in the exercise room at any time. The foyer is to be used **ONLY** for access to the kitchen and bathrooms.
4. No guests are permitted outside after dark as the noise carries and disturbs the neighbors.
5. Please keep furniture away from walls. All existing furniture in the Club Room must stay in the Club Room. Furniture may not be placed in the lobby. No stuffed furniture (e.g., couches, love seats, arm chairs, ottomans) may be stacked in the back closet. Do not place the TV in the back closet or relocate in the Club Room.
6. Please **do not** play with the blinds. If they are damaged, the replacement cost will be deducted from your deposit.
7. Due to the highly sensitive smoke detectors, candles in the Club Room should be kept to a minimum and under no circumstances are **SMOKE MACHINES** permitted in the Club House. **NO SMOKING INSIDE.** If the smoke alarms go off the fire department will be dispatched. If this happens, you will be responsible for any fees from the County or the Security/Fire Department.
8. Wipe down counters, stove and refrigerator in kitchen. Remove any spills from the refrigerator. Make sure floor & bathrooms are cleaned and all trash cans are emptied.
9. Make sure all tables are cleaned and back in place, the floor in the party room is vacuumed or mopped down, and the carpet is vacuumed in the foyer. (Cleaning supplies are under the kitchen sink and foyer closet; vacuum is in the closet foyer, mop/broom is in the foyer closet).
10. Turn on lamp in party room and turn off all other lights. The two switches in the Club Room will click when turned off.
11. To lock all Club Room doors, make sure the top and bottom latches are secured and knob is locked. Shut the kitchen door, lock the kitchen doorknob and leave the key in the lockbox on the Club Room door.
12. Take trash from the kitchen, Club Room, and both bathrooms and place the trash bags in the dumpster located outside the Club House.
13. You must leave the building at the agreed upon time or the security company will receive an alarm. If any alarms are activated, security deposits will not be returned. This includes fire alarms and security alarms. If you leave before your schedule time, you must pick up the phone located outside of the front door and notify the security company that your event has ended and that they may lock the doors.

A Bull Run Swim & Racquet Club representative has explained the above procedures to me. I understand the Club Room must be returned to its original condition and the key returned to the lockbox (on the Club Room doorknob) to receive my deposit.

Member's Signature

Address

Date