

**Northview Condos, Inc.
Clubhouse Rental Application**

Applicant Information

- Name: _____
- Address: _____
- Phone: _____
- Email: _____
- HOA Member? Yes No

Event Details

- Event Date: _____
- Start Time: _____ End Time: _____
- Type of Event: _____
- Estimated Attendance: _____
- Will alcohol be served? Yes No
- Will amplified music be played? Yes No

Rental Fees & Deposit

- Rental Fee: \$ _____
- Security Deposit: \$ _____ (refundable if all conditions met)
- Payment Method: Check Credit Card Other _____

Rules Acknowledgment

By signing below, I acknowledge that:

1. I have read and agree to abide by the HOA's clubhouse rental rules and policies.
2. I am responsible for any damage, excessive cleaning, or violations caused by myself or my guests.
3. I understand that my security deposit may be withheld if the clubhouse is not left in satisfactory condition.

Signature: _____ Date: _____

HOA Use Only

- Application Received: _____
- Proof of Insurance: Yes No
- Payment Received: \$ _____ Yes No
- Approved By: _____ Date: _____
- Key/Access Code Provided: Yes No
- Deposit Returned: \$ _____ Date: _____

Northview Condos, Inc. Clubhouse Rental Checklist

Before the Event

- Confirm rental date, time, and duration with HOA/management.
- Submit rental application/form.
- Pay rental deposit and/or fees.
- Review clubhouse rules and policies.
- Obtain access instructions (keys, codes, parking).
- Arrange any required insurance or permits.
- Reserve any additional equipment (tables, chairs, AV).

Day of the Event (Before Guests Arrive)

- Unlock clubhouse and ensure lights, HVAC, and restrooms are working.
- Set up tables, chairs, decorations, and AV equipment.
- Verify fire exits are clear and safety requirements met.
- Place signage for event (if permitted).

During the Event

- Monitor guest behavior to ensure compliance with rules.
- Keep food, beverages, and waste managed.
- Maintain noise levels within HOA/community guidelines.

After the Event

- Remove decorations and personal items.
- Wipe down tables, counters, and appliances.
- Sweep/vacuum floors and spot clean as needed.
- Empty trash and replace liners.
- Turn off lights, HVAC, and lock all doors/windows.
- Return keys/access devices.
- Confirm with management that the clubhouse is in proper condition for deposit return.

I understand and agree to comply with all HOA rules and guidelines when renting the clubhouse.

Signed: _____

Date: _____