

Balfour Beatty Community Center

Reservations

Please make your reservations as early as possible with an agent at Balfour Beatty Communities. When you make your reservation, please also bring a check for \$250 as a security deposit. If there are no damages to the facility and everything is thoroughly cleaned, your deposit will be returned to you in full. Requests are fulfilled on a first come first serve basis. All events will be over and completely cleaned by closing.

Please have all guests enter and exit through the front doors only.

Community Center Rules

- Alcoholic beverages are not permitted at the Community Center.
- No smoking inside the Community Center.
- Nothing may be adhered to or attached to the walls (no staples, tacks, etc.)
- Pets are not allowed inside the Community Center.
- Unattended children are not permitted at any time.
- Trash must be bagged and placed into the closest dumpster. No trash may be left at the Community Center.
- All furniture must be placed back where it was found and any stains on the carpet or furniture must be removed.
- Cleaning is the responsibility of the renter.
- You must be a resident of Balfour Beatty Communities and over 21 years of age to rent and utilize the Community Center.
- Shoes and shirts are required at all times.
- If helium balloons are used they have to be removed so they do not activate the security alarm.
- Do not attach any audio/video equipment to the any of the televisions in the facility.
- Any blemishes or holes on the walls will result in damage charges.
- You will need to provide your own cleaning supplies and trash bags.
- Any candy wrappers or other debris must be removed from the grounds.
- If the Community Center Attendant accrues overtime while waiting on you to finish cleaning up, you will be responsible for their overtime.

Balfour Beatty Communities

- You shall be responsible for costs incurred due to any missing or damaged equipment or items (i.e. ping pong balls, paddles, TV remote control, artwork, work out equipment, etc.)
- Balfour Beatty Communities will not be responsible for any injuries to you or your guests.
- The Balfour Beatty Communities offices and storage areas are not to be entered.

I agree to and understand the aforementioned regulations and responsibilities associated with using the Community Center.

Resident Signature

Balfour Beatty Communities Agent

Date

Date

Phone Number

Address

Date and Time Leased: _____

\$250.00 security deposit received: _____

Balfour Beatty Communities

Community Center Rental Contract

Resident Name: _____

Address: _____

Date of Rental: _____

Opening Time: _____

Closing Time: _____ (last hour should be used for clean-up)

- * Resident must be present at all times during this rental.
- * Residents are not allowed to rent the clubhouse for a third party.

A DEPOSIT IN THE AMOUNT \$250.00 MUST BE RECEIVED AT THE TIME OF THE RESERVATION.

DEPOSIT WILL BE REFUNDED NEXT BUSINESS DAY AFTER ACTUAL RENTAL DATE IF NO DAMAGE IS FOUND.

IF CHARGES ARE ASSESSED, AN ITEMIZED LIST OF COSTS WILL BE PROVIDED TO RESIDENT. SHOULD CHARGES EXCEED THE DEPOSIT AMOUNT, REMITTANCE WILL BE DUE IMMEDIATELY.

No attendee of this event will hold Balfour Beatty Communities, staff or owner responsible for any damages, accidents, injuries or actions that may occur on the day of or in connection with this rental. Landlord is not responsible for any items left or lost during this event.

It is agreed that we/I, the undersigned, understand that we/I am responsible for the conduct and behavior of all guests attending this function.

All posted and published community policy rules must be observed. It is the resident's duty to make sure guests abide by the rules.

Music and activities at the clubhouse during this time must not interfere with other residents living in this area.

Balfour Beatty Communities

The Community Center, furnishings, and any other areas that are used during this event, are to be returned to Landlord in the same clean and undamaged condition as given on the date of rental. All items must be in their original places. Please do not re-arrange the furniture.

The Resident hereby agrees to pay for any damages, replacements, or cleaning fees incurred and understands any unpaid charges may be sought through legal means. This agreement shall serve as a legal addendum to the home lease agreement, and any unpaid charges being assessed against the account of the home could result in eviction proceedings. The signer of this agreement further agrees to pay all legal costs incurred by Balfour Beatty Communities from this action.

I have read the above agreement and agree to all stipulations contained within.

THIS IS A BINDING CONTRACT. PLEASE UNDERSTAND ALL THE ITEMS ABOVE PRIOR TO SIGNING.

Service Member: _____

Spouse: _____

Community Management Representative: _____

Date: _____