

Tallgrass East Clubhouse Reservation Agreement & General Information
9910 E. Clubhouse Drive – Capacity 56 people

The undersigned, in consideration for requesting to use the Tallgrass East Community Center's Clubhouse and its facilities, agrees as follows:

1. **A deposit of \$250.00 will be paid when picking up the key. Failure to comply with the terms of the contract may result in the Homeowner's forfeiture of the full deposit subject to Tallgrass East Homeowner's Board discretion. The undersigned acknowledges responsibility for any and all damages in excess of \$250.00.**
Make checks payable to the Tallgrass East Homeowner's Association.
2. The undersigned **must be present at all times** during the activity.
3. Activities will end no later than midnight with cleanup completed by 1:00 a.m. **The clubhouse will be cleaned the same day.**
4. It is understood that **use of the clubhouse does not entitle anyone to use the pool or pool area.** You may use the playground, tennis courts, and soccer field, however you cannot reserve them.
5. It is also understood that neither management or the Tallgrass East Homeowners' Association is responsible for any accident, injury or loss of property that occurs during or as a result of the use of the clubhouse by the undersigned or members of the undersigned's party.
6. **The clubhouse shall be cleaned and placed in an orderly fashion immediately at the end of the activity, not the next day.** The vacuum cleaner, mop, paper towels, etc. are located in the storage room off the kitchen. Please return any supplies you use.

You are responsible for:

- ✓ Vacuuming the meeting room and hallways and removing any carpet stains.
- ✓ Arranging chairs and tables in the meeting room in an orderly fashion around the perimeter of the room. **Please leave space between the furniture and walls to avoid dents and scratches. Do not stack more than 5 chairs in any stack.**
- ✓ Wiping off tables in meeting room.
- ✓ Cleaning windows and glass in French doors.
- ✓ Cleaning floor sink, countertop, refrigerator, and microwave oven in kitchen.
- ✓ Cleaning bathrooms **(be sure to re-lock them, the fine for unlocked doors is \$100 per door).**
- ✓ Removing all trash, food, beverages, and decorations from the clubhouse, parking lot, and all surrounding areas that you have used. Please do not tape decorations to painted surfaces. Thumbtacks and pushpins are not allowed. There are trash receptacles outside of the clubhouse, near the baseball backstop. All trash should be bagged and tied and placed in the outdoor receptacles at the close of the activity.
- ✓ **Shutting off all interior lights;** outside lights are on a timer and should remain on after dusk.
- ✓ **Locking all doors;** including **dead-bolts on bathroom doors, back doors to pool deck, French doors to meeting room, and the front door. Both the kitchen door and the rear door** open to the pool area and lock from the outside but not from the inside. Be careful not to lock yourself out.
- ✓ **Setting thermostats at 64 degrees in the winter and 80 degrees in the summer** when you leave. There are two thermostats: one in the meeting room and one in the hallway.

7. **The undersigned will be fined on a per item or incident basis** for damages found to walls, furnishings, carpet, etc. at a cost to be determined by the Tallgrass East Homeowner's Association board members. In addition, the following fines will be deducted from your deposit should any of the above items not be completed at the end of the activity.

\$ Failure to comply with terms of contract	\$250.00
\$ Loss of keys	\$250.00
\$ Failure to clean up at close of activity	\$50.00 plus cleaning cost
\$ Leaving any door unlocked	\$100.00 per door
\$ Failure to set thermostats	\$10.00 per thermostat
\$ Leaving lights on	\$10.00 per light switch

Clubhouse policies & terms of use:

- **Use of the clubhouse is limited to residents of Tallgrass East only.**
- The clubhouse may not be reserved or used to sell merchandise for private businesses without board approval.
- Only one reservation is made each day & each household is limited to one reservation each month.
- If you cannot use the clubhouse on the day you reserved it, please call and cancel your reservation so someone else may use it.
- Keys may be picked up within 24 hours prior to your reservation and must be returned within 24 hours after your reservation as arranged with clubhouse managers.
- You may access the clubhouse to set up or decorate for your activity as early as 6:00 a.m. on the day of the reservation.
- There is no telephone inside the clubhouse.
- The outside lights are controlled by a timer and should remain on at all times.
- The kitchen area has a sink, refrigerator, microwave oven, and icemaker available for your convenience.
- In case of fire, there are fire extinguishers in the kitchen, storage room, and in the hallway near the bathrooms.

I have read and understand the above stated terms:

Homeowners Signature: _____ Date: _____

Daytime & Evening phone: _____ Key #: _____

In case of an emergency, please call 911; otherwise contact clubhouse managers, Scott or Breann Ochs at (316) 461-4562