

# NorthPark Clubhouse Rental Information

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Westminster, CO 80031

Dear Homeowner:

Your request to schedule an event at the NorthPark clubhouse has been tentatively scheduled for the following date: \_\_\_\_\_.

Your event will be confirmed upon receipt of three checks: \$500.00 damage deposit, \$100.00 cleaning deposit, and \$100.00 rental fee. Please send **three separate checks**, all of which are payable to **NorthPark HOA** as follows:

- Please send a check in the amount of \$500.00, payable to NorthPark HOA, for a damage deposit. Please date this check with the date of your rental. This check will not be deposited and will be returned to you after the event unless there is damage to the clubhouse, furnishings, or theft of furnishings, in which case it will be deposited.
- Please send a check in the amount of \$100.00, payable to NorthPark HOA for a cleaning deposit. Please date this check with the date of your rental. This check will not be deposited and will be returned to you after the event unless there is additional cleaning required in which case it will be deposited.
- Please send a check in the amount of \$100.00, payable to NorthPark HOA, for your rental fee. This check must have the current date and will be deposited when received. In the event that you need to cancel your event, a refund will be mailed to you.

*If these payments are not received within ten (10) days of the date of this letter or prior to the date of the booking (whichever comes first), the date of your booking will be released so that other homeowners may use the clubhouse.*

Please **mail** the above payments and this completed agreement to:

Anne Janke  
10230 King Street  
Westminster CO 80031

Please make arrangements with the clubhouse manager to pick up the key prior to your rental date. Your cooperation in making these arrangements is appreciated. Last minute requests may be difficult to accommodate. Please enjoy the clubhouse and thank you for your cooperation with the rules and cleaning.

Sincerely,

Anne Janke, Clubhouse Manager  
720-216-1200

[Thhairapy@msn.com](mailto:Thhairapy@msn.com)

encl.: NorthPark Clubhouse Rental Agreement NorthPark Clubhouse  
Rules and Cleaning Checklist

# NorthPark Clubhouse Rental Agreement

## To Be Completed By Homeowner (Please Print Legibly)

- Rental Date Requested: \_\_\_\_\_
- Time of Event: \_\_\_\_\_
- Your Contact Info:
  - Phone Numbers:
    - Home: \_\_\_\_\_
    - Work: \_\_\_\_\_
    - Cell: \_\_\_\_\_
  - Email Address: \_\_\_\_\_
- Intended Use: \_\_\_\_\_
- Youth Party: Yes / No
- # of People Attending: \_\_\_\_\_

**PLEASE READ CAREFULLY & INITIAL EACH ITEM BELOW. YOUR DEPOSIT WILL BE HELD IF RULES ARE NOT FOLLOWED AND/OR CLEANING NOT COMPLETED ACCORDING TO THE CLEANING CHECKLIST.**

\_\_\_\_\_ I agree to inspect for cleanliness and report problems to the manager before my event.

\_\_\_\_\_ I agree to use the clubhouse for my personal use and have not rented it for a non-resident's use.

\_\_\_\_\_ I agree to be on the premises at all times and will follow the rules given to me.

\_\_\_\_\_ I will completely clean the clubhouse according to the clean-up checklist on the same day as the rental date.

\_\_\_\_\_ I understand that I will be charged a minimum fee of \$100.00 if the cleaning described in the checklist is not done. Any additional expenses for clean-up or make repairs will be deducted from my deposit. The determination of whether or not to withhold part or all of the deposit will be made by the clubhouse manager.

\_\_\_\_\_ I understand that I am responsible for my guests' actions and will comply with all city, state, and federal laws, including those with regard to alcohol consumption.

\_\_\_\_\_ I also assume any legal liability associated with the use of the NorthPark clubhouse.

\_\_\_\_\_ I have read the NorthPark Clubhouse Rules for Usage, the NorthPark Rental Fees, and the NorthPark Clubhouse Cleaning Checklist below and agree to abide by the terms and conditions.

Comments:

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## NorthPark Clubhouse Rental Fees

Resident must submit 3 separate checks payable to NorthPark HOA when submitting a rental application for the clubhouse as follows:

Rental Rate: \$100.00/day; this check will be cashed when received.

Cleaning Deposit: \$100.00; this check will be returned if the clubhouse is cleaned satisfactorily. This includes cleaning of the kitchen including the stove drip pans and stove surface under drip pans, bathrooms and using the Swiffer mop on the tile and laminate floors. Trash must be taken home. The entire checklist of area that need to be cleaned is listed below.

**NOTE: Do not deposit trash in the parking lot trash container.**

The Association will provide the following:

- Trash receptacle liners
- Paper towels
- Toilet paper
- Cleaning supplies
- Liquid soap for bathrooms
- Swiffer mop with refills
- Vacuum
- Snow shovel
- Approx. 9 6' folding tables and 4 4' tables
- Approx. 45 folding chairs
- Sanitizing materials

The thermostat must be set to 80 degrees in the summer and 60 degrees in the winter upon vacating the clubhouse.

Damage Deposit: \$500.00; deposit check will be returned if no damages occur. If damage to property occurs, the resident's deposit check will be cashed and the resident will be assessed any repair or replacement costs not covered by the deposit fee. A management fee of \$100/hour will be assessed in addition to the full replacement cost of any item that is damaged.

The NorthPark HOA Board of Directors reserves the right and has the sole discretion to refuse future rentals to any resident who damages the clubhouse.

I agree to sanitize the clubhouse after I clean according to the checklist provided below.

**I will also open the clubhouse doors at least 4 inches to foster air circulation in the clubhouse during this event.**

I have read the NorthPark Clubhouse Rules for Usage and the NorthPark Clubhouse Rental Fees and agreed to abide by the terms and conditions.

Print Name:

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Signature:

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Date:

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## NorthPark Clubhouse Rules for Usage

Resident Use: The NorthPark clubhouse use is for NorthPark residents only. The NorthPark resident must be present at all times when renting the NorthPark clubhouse. The facility rental hours are from 8:00 a.m. to midnight. This includes set-up and clean-up time. All participants must be out of the building by midnight. Priority for rentals will be given to Association sponsored events.

Alcohol: Alcohol may only be served and used in compliance with all federal, state and local laws and regulations. The sale of alcoholic beverages is prohibited. The renter agrees to serve only those people 21 years of age or older and to ask for identification from all persons to whom alcoholic beverages are to be served. The renter agrees not to serve alcoholic beverages to anyone who appears to be under the influence of alcohol or drugs. The renter agrees to discontinue the service of alcohol at least one hour prior to the end of the scheduled event.

Animals: No animals, with the exception of service animals, will be allowed in the NorthPark clubhouse.

Cleaning: The renter is responsible for cleaning the NorthPark clubhouse per the checklist. This includes removal of all trash on the grounds and parking lot surrounding the NorthPark clubhouse. The rental fee does not include cleaning of the facility. Failure to clean the entire kitchen, hallway, restrooms, great room, removal of trash and cigarette butts on the grounds surrounding the clubhouse and parking lot, etc. will result in all of the cleaning deposit being withheld. **The renter is responsible for making sure all cleaning tasks have been completed prior to returning the key.**

Concessions: Concessions of any type are strictly prohibited unless pre-approved in writing by the NorthPark Homeowners Association Board of Directors.

Decorations: No decorations may be tacked to anything within the NorthPark clubhouse. With written approval, items may be taped to surfaces using only masking or painter's tape. No items of any kind may be attached to or suspended from the ceiling lights.

Equipment: The renter is responsible for bringing his/her own linens, dishes, cutlery, coffee makers, etc. The renter is responsible for all set-up and tear-down. All clubhouse furnishings must be left in their original positions if moved. No fixed equipment (such as artwork) shall be moved or altered in any way. Furniture and equipment located in the NorthPark clubhouse is not available for loan, rent or use off premises by any person or organization. Kitchen equipment includes a refrigerator (no ice maker), electric range, and microwave. These items must be left clean.

Fires/Open Flames: No candles or other open flames are permitted in the NorthPark Clubhouse. Chafing dishes requiring Sterno-type canned heat sources are permitted. BBQ grills may not be used without prior written approval.

Grounds and Parking Lots: Parking at the NorthPark clubhouse is limited to members using the facility and their guests. No parking will be allowed in the NorthPark clubhouse parking lot at any time except during hours of operation. Overnight parking is strictly prohibited. All users and their guests shall park **in designated parking areas only. Violators may be issued citations by local law enforcement and may be subject to towing at vehicle owner's expense.** Vehicles are restricted to established roadways and parking lots and are not to be driven on grass, sidewalks or trails. The NorthPark clubhouse and parking

lot may not be used for flea markets, car washes or other commercial use, unless pre-approved in writing by the NorthPark HOA Board of Directors.

Insurance: Renters of the NorthPark clubhouse must provide a copy of his/her homeowners insurance Declaration Page as proof of liability coverage.

Lost Articles: The NorthPark HOA is not responsible for lost or stolen articles. All lost articles must be picked up in person. Lost articles will be held for a period of 2 weeks and then donated to a local charity of the HOA's choosing.

Music/Noise: All amplified sound must be turned off at 10:00 p.m. Use of amplified sound system is subject, at all times, to the applicable noise ordinance restrictions of the City of Westminster.

Occupancy & Fire Regulations: Occupancy is limited to 50 people per the fire department regulations. Open invitation parties are not allowed at any time due to fire department occupancy limitations of 50 people.

Playgrounds and Swimming Pools: The NorthPark clubhouse may not be rented in conjunction with a pool party. No clubhouse rental guests are allowed inside the pool area. All pool parties are to be held within the deck area of the pools only.

Police: If police are called for any reason, the clubhouse must be vacated immediately.

Prohibition of Non-Association Programs, Lessons and Activities: The NorthPark clubhouse may not be used to provide, conduct or solicit any activity, program, or other event for profit, financial gain or otherwise by any business or person unless such activity, program or event is pre-approved in writing by the NorthPark Board of Directors or is a program offered by the NorthPark HOA. Examples of such activities include but are not limited to: conducting seminars or classes, or providing services such as personal trainers or instructors. **Users found to be using the clubhouse in the above manner without permission are subject to immediate disciplinary action** including, but not limited to, revocation of the user's "member" status and a suspension or permanent expulsion from the NorthPark clubhouse.

Smoking: Smoking (and smokeless tobacco) is not permitted in the NorthPark clubhouse or on the grounds and pool area surrounding the facility. This includes the parking lot and all surrounding areas.

Snow Removal: The renter is responsible for all snow removal when using the clubhouse and can be held legally liable if an injury occurs when snow has not been removed during use. There is a snow shovel in the clubhouse for use on the ramps and stairs leading up to the clubhouse.

Supervision of Guests: The renter who signs the contract must be present at all times during the event. The renter is solely responsible to ensure that all guests are informed of and follow the rules of the facility. A 1:10 ratio of adults to children is required for parties with guests age 18 and younger.

Trash: The renter of the NorthPark clubhouse is responsible for removing all of the event's trash and taking it with them. No trash is to be placed in the free-standing trash receptacles outside the facility or on the facility grounds. After emptying the trash containers, the renter is responsible to put new trash liners (provided by the clubhouse) in each trash container.

## NorthPark Clubhouse Cleaning Checklist

Please complete each task listed. Cleaning supplies are provided. Comments may be recorded in the space provided below.

- Sweep and use the Swiffer mop to clean the laminate and tile floors
- Vacuum furniture and stairwell as needed.
- Clean all appliances including:
  - refrigerator
  - freezer
  - sink
  - stove
  - microwave
  - Oven including stove drip pans and under drip pans must be cleaned.
- Clean countertops
- Run the disposal. Make sure the garbage disposal is clear of food debris.
- Clean bathrooms thoroughly including:
  - sinks
  - toilets
  - mirrors
  - floors
- Return all furniture back to its original position.
- Put tables and chairs in appropriate closets. Please leave out any broken tables or chairs and report them to the clubhouse manager.
- Clean/ dust all wood furniture.
- Remove all decorations. Please leave no trace of them. This includes balloons floating on the ceiling.
- Take all trash home with you and do not put it in the trash receptacle at the pool/basketball court. Your deposit will not be refunded if trash is left behind. Replace the liners in the trash cans before you leave.
- Clean front and back doors inside and out. Glass should have no fingerprints, smudges, etc.
- Clean the outside of the clubhouse if any guests have been outdoors. This includes cigarette butts, food and trash.
- Replenish paper towels in bathrooms and kitchen and toilet paper as needed.

- Please enjoy your clubhouse and leave it as clean as possible for other homeowners.
- Please report supply shortages to the **clubhouse manager**.
- Sanitize the following areas using the spray & wipes provided:
  - counters
  - stove
  - refrigerator and handles
  - microwave
  - bathroom - sink, toilets, doorknobs, and all other touchable areas
  - all furniture
  - lamp switches
  - end tables and coffee tables
  - door handles
  - all tables and chairs used
  - trash cans
  - kitchen drawer handles
  - closet doors
- Lock all doors. If you have opened both front doors, it is very important to make certain the locking mechanism on the stationary side is secure.
- If you are team cleaning, please designate one person to go over this checklist before leaving.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IF YOU HAVE RECORDED ANY COMMENTS, PLEASE FOLD THIS FORM AND RETURN IT WITH THE KEY. THANK YOU!**

Manager Phone# 720-216-1200

Vista Management Phone# 303-429-2611



**For Clubhouse Manager Use Only**

Rental Fee \$100.00 Collected: (Y/N) \_\_\_\_\_ Check# \_\_\_\_\_

Cleaning Deposit Collected: (Y/N) \_\_\_\_\_ Check# \_\_\_\_\_

Deposit \$500.00 Collected: (Y/N) \_\_\_\_\_ Check# \_\_\_\_\_

Deposit Check Mailed: (Y/N) \_\_\_\_\_ Deposit Check Destroyed: (Y/N) \_\_\_\_\_

Homeowner has returned clubhouse key (Y/N) \_\_\_\_\_

Manager's Comments: