

## NorthPark Clubhouse Rental Information

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

\_\_\_\_\_  
\_\_\_\_\_  
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 a check in the amount of \$100.00 as a rental fee. Please send **three separate checks**, all of which should be 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 or 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 upon receipt of your payment. In the event that you may 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:

Beverly Kelly  
9945 King Court  
Westminster, CO 80031

Please make arrangements with the clubhouse manager to pick up your key prior to your rental at a time that is convenient for our clubhouse manager volunteer.. Your cooperation in making these arrangements is appreciated as last minute requests may be difficult to accommodate. Please enjoy your clubhouse and thank you for your cooperation with the Association regulations regarding its use.

Sincerely,

Beverly Kelly, Clubhouse Manager  
303-635-1698 (home)

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 \_\_\_\_\_

Homeowner Name \_\_\_\_\_

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

Phone Numbers Where I Can Be Reached Are :

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 complete cleaning of the clubhouse according to the clean-up checklist on the same day as the rental date. I understand I will be charged a minimum fee of \$100.00 if the cleaning described in the checklist is not done and any additional expenses for clean-up or 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 and agree to abide by the terms and conditions.

For Clubhouse Manager Use Only

Rental Fee \$100.00 Collected Check # \_\_\_\_\_ Cleaning Deposit Collected Check# \_\_\_\_\_

Dcposit \$500.00 Collected Check# \_\_\_\_\_ Deposit Checks Mailed \_\_\_\_\_ Destroyed \_\_\_\_\_

Homcowner has returned clubhouse key

Manager's Comments \_\_\_\_\_

\_\_\_\_\_

**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.

Cleaning Deposit: \$100.00; this check will be returned if clubhouse is cleaned satisfactorily. If stove drip pans and stove surface under drip pans are not left in spotless condition or if carpets are stained, the cleaning deposit will not be returned. Bathrooms must be cleaned. Kitchen must be clean. Tile floors must be mopped. Carpets must be vacuumed. Trash must be taken home. (Do not deposit trash in parking lot container.)

The Association will provide the following:

- Trash Receptacle Liners
- Paper Towels
- Toilet Paper
- Cleaning Supplies
- Liquid Soap for Bathrooms
- Floor Mop with Bucket
- Vacuum
- Snow Shovel
- Approx. 9 folding tables (6') and 4 4' tables
- Approx. 45 folding chairs

Damage Deposit: \$500.00 (deposit check will be returned if no damages occur)  
If damage to property occurs, the resident renter's deposit check will be cashed and the resident renter 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 Homeowners Association Board of Directors reserves the right and has the sole discretion to refuse future rentals to any resident who damages the clubhouse.

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

## Northpark Clubhouse Rules for Usage

**Resident Use:** The Northpark Clubhouse use is for Northpark Homeowners Association 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.

### GENERAL RULES

**Alcohol:** The user will serve any alcoholic beverages in compliance with any and all applicable federal, state and local laws and regulations that relate to the serving of alcoholic beverages. The sale of alcoholic beverages is prohibited. The user 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 user agrees not to serve alcoholic beverages to anyone who appears to be under the influence of alcohol or drugs. The user 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 trained guide, aid or assist dogs, will be allowed in The Northpark Clubhouse.

**Cleaning:** The user 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 facility (kitchen, hallway, restrooms, great room, etc.) will result in all of the cleaning deposit being withheld. If "team cleaning," the resident renter is responsible for making sure all cleaning tasks have been completed prior to returning the key, including removal of trash and cigarette butts on the grounds surrounding the clubhouse and parking lot.

**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 user is responsible for bringing his/her own linens, dishes, cutlery, coffee makers, etc. The user is responsible for all set-up and tear-down. All clubhouse furnishings must be replaced in their original positions, if moved for an event. No fixed equipment (such as art work) 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.

**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

(over)

parking lots and are not to be driven on grassed areas, sidewalks or trails. The Northpark Clubhouse and parking lot may not be used for flea markets, car washes and other commercial use, unless pre-approved in writing by the Northpark Homeowners Association Board of Directors.

**Insurance:** Users of The Northpark Clubhouse must provide a copy of his/her homeowners insurance Declaration Page as proof of liability coverage.

**Lost Articles:** The Association 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 Association'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 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 other event is pre-approved in writing by the Northpark Homeowners Association Board of Directors or is a program offered by the Northpark Homeowners Association. Examples of such activities include, but are not limited to: conducting seminars or classes, or providing services as personal trainers or instructors (individual not on payroll as employees of the Association or hired as independent contractors by the Association). Users found to be using the Facility 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 resident 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 Northpark Clubhouse user who signs the contract must be present at all times during the event. The user is solely responsible to insure 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 user of The Northpark Clubhouse is responsible to remove all of the event's trash and take 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 facility user is responsible to put new trash liners (provided by facility) in each container.

## NORTHPARK CLUBHOUSE CLEANING CHECKLIST

PLEASE COMPLETE EACH TASK LISTED. CLEANING SUPPLIES ARE PROVIDED.  
COMMENTS MAY BE RECORDED IN THE SPACE PROVIDED BELOW.

1. VACUUM THE CARPET, SWEEP AND MOP THE TILE FLOORS, VACUUM FURNITURE AND STAIRWELL AS NEEDED.
2. REMOVE ANY STAINS FROM CARPET.
3. CLEAN REFRIGERATOR, FREEZER, SINK, STOVE, MICROWAVE, OVEN, COUNTERTOPS, FLOOR, RUN THE DISPOSAL. **STOVE DRIP PANS AND UNDER DRIP PANS MUST BE CLEANED!**
4. CLEAN BATHROOM SINKS, TOILETS, MIRRORS, FLOORS.
5. RETURN ALL FURNITURE BACK TO ORIGINAL POSITION. PUT TABLES AND CHAIRS IN APPROPRIATE CLOSETS. PLEASE LEAVE OUT ANY BROKEN TABLES OR CHAIRS AND REPORT THEM TO THE CLUBHOUSE MANAGER.
6. CLEAN/DUST ALL WOOD FURNITURE.
7. REMOVE ALL DECORATIONS. LEAVE NO TRACE OF THEM! THIS INCLUDES BALLOONS FLOATING NEXT TO THE CEILING. DO NOT LEAVE THE CLUBHOUSE WITHOUT THEM!
8. TAKE ALL TRASH HOME WITH YOU AND **DO NOT PUT IT IN THE TRASH RECEPTACLE AT THE BASKETBALL COURT**. YOUR DEPOSIT WILL NOT BE REFUNDED IF YOU PUT YOUR TRASH IN THE RECEPTACLE AT THE BASKETBALL COURT. REPLACE THE TRASH CANS IN THE CLUBHOUSE WITH NEW LINERS BEFORE YOU LEAVE.
9. CLEAN FRONT AND BACK DOORS INSIDE AND OUT.
10. CLEAN THE OUTSIDE OF THE CLUBHOUSE IF ANY GUESTS HAVE BEEN OUTDOORS. THIS INCLUDES CIGARETTE BUTTS, FOOD, AND TRASH.
11. REPLENISH PAPER TOWELS IN BATHROOMS AND KITCHEN. REPLACE TOILET PAPER AS NEEDED. PLEASE REPORT SUPPLY SHORTAGES TO THE CLUBHOUSE MANAGER.
12. 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.**
13. IF YOU ARE TEAM CLEANING, PLEASE DESIGNATE ONE PERSON TO GO OVER THIS CHECKLIST BEFORE LEAVING THE CLUBHOUSE.
14. COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. HOMEOWNER'S NAME \_\_\_\_\_
16. IF YOU HAVE RECORDED ANY COMMENTS, PLEASE FOLD THIS FORM AND LEAVE IT IN THE DROP BOX WITH YOUR KEY. THANK YOU!

CLUBHOUSE MANAGER PHONE # 303-635-1698

PROKOPIAK MGMT. CO. PHONE # 303-466-2432

Please enjoy your clubhouse--leave it as clean as possible for other homeowners.