



Park Village Clubhouse Rental Use Rules

Fee

Clubhouse Rental Fees:

Monday – Thursday - \$100 (rental is for entire day)

Friday – Sunday - \$175 (rental is for entire day)

PARK VILLAGE dues must be paid up-to-date in order to rent the clubhouse.

Cancellation Policy for renting the Clubhouse:

For any reason you may need to cancel the reservation after deposit and payment has been made within 48 hours of the date you have requested. Anything other than a 48 hour notice will be considered a forfeit of half of your deposit rental.

Reserving the Clubhouse

Any group or individual authorized by the Park Village Homeowners" Association Board of Directors to hold a meeting/event at the Clubhouse must reserve the Clubhouse in advance through Cecilia Williford Gray email: cecilia@casnc.com or (919)367-7711 x1504, The office hours are: Monday-Friday 8:30am-5:00pm.

When renting the clubhouse you are only renting the clubhouse. The parking lot, the pool and the pool deck are NOT part of the clubhouse rental agreement. During pool season you will be sharing the bathrooms and parking lot.

Once your reservation has been made, your key fob will be activated to permit entrance into the clubhouse for the time period reserved.

If you leave earlier than the end-time you have the clubhouse reserved please push the button on the left side of the door to manually lock the door. Once you have done this you will not have access back into the clubhouse. **NOTE: IF FOR ANY REASON YOU DO NOT DO THIS, YOU WILL BE HELD RESPONSIBLE IF SOMEONE COMES IN AFTER YOU.**

IF ARE UNABLE TO GET INTO THE CLUBHOUSE AT YOUR RESERVATION TIME,
PLEASE CALL THE FOLLOWING NUMBER:

919-367-7711 ext 2, and follow the prompts

POLICIES for USE of CLUBHOUSE

1. Smoking is not permitted in the Clubhouse or on Clubhouse grounds.
2. No clubhouse function may continue past 11 pm.
3. Use of any Park Village Clubhouse shall be at your own risk. The Park Village Clubhouse renter will assume full responsibility for any and all accidents or claims that may arise as a result of any accident or for any other reason in connection with the function or lease of the Clubhouse by the Clubhouse renter.
4. All attendees are required to comply with all applicable fire codes and local, city, state, and federal laws.
5. No alcoholic beverages will be served to minors.
6. A Host Liquor Liability agreement must be signed by the **REQUESTOR** for having alcohol beverages or by waiving the right to have alcoholic beverages present at the time of the event.
7. You must supply your own kitchen utensils and cleaning supplies (Clubhouse has trash bags, trash cans and a broom and a dustpan).
8. No taping, pinning or stapling streamers, balloons, banners etc.to clubhouse walls or doors.
9. Music, and/or any other noise, must be kept at a level that it cannot be heard in the surrounding homes in the area. The renter of the Clubhouse will be responsible for seeing that there are no loud noises from the guests either coming to or leaving the function at the Clubhouse.
10. Heat and/or air conditioning must be returned to the original setting and lights are to be turned off when the function is over.
11. Blot any spills on floor, carpet, walls or furniture promptly and then clean as needed.
12. The individual or group reserving the Clubhouse is required to restore the facility and/or grounds to the same or better condition than the condition preceding the meeting/event. This includes:
 - a. Returning all furniture to its original place
 - b. Returning any items retrieved from a closet or storage room to its proper place
 - c. Sweeping the floor
 - d. Cleaning the kitchen counters, stove, oven and refrigerator. **DO NOT** leave anything in the refrigerator.
 - e. Removing trash from **ALL** areas of the clubhouse, including but not limited to the kitchen, bathrooms, deck and other outside areas surrounding the clubhouse.
 - f. Placing All TRASH **inside the dumpster!!!**

13. All outside doors must be locked when you leave.

All individuals and groups utilizing the Clubhouse are expected to comply with the Policies for Use. Failure to do so may result in the loss of deposit, fines, charges for replacement of missing or damaged equipment or furnishings, or charges for cleaning needed, as well as loss of usage privileges

If alcohol will be served please complete the Host Liquor Liability Agreement Form.

I have read the above policies and responsibilities required to rent the clubhouse