

# **SALEM VILLAGE CLUBHOUSE RENTAL AGREEMENT**

Effective April 21, 2026

## **CLUBHOUSE INFORMATION**

Location: 4101 Apex Peakway

Maximum Occupancy: 50 persons – There is no access to the pool or pool deck with the clubhouse reservation.

Inventory: 2 five-foot tables, 1 six-foot table, 40 chairs, no stove, refrigerator, sink, microwave. Please note that inventory is subject to change.

Note: Only Owners may rent the facility. This Agreement cannot be signed by a non-owner.

## **TERMS AND CONDITIONS**

1. Host means all Owner(s) signing this Agreement. At least one Salem Village Owner must sign and return the completed Agreement to CAS via email at [todd@casnc.com](mailto:todd@casnc.com) or mail it to 5915 Farrington Rd Suite 104 Chapel Hill, NC 27517. Host must be present for the duration of the event and is jointly and severally liable for all obligations under this Agreement.
2. To rent the Clubhouse, a \$225.00 fee will be charged to your owner association account only after you have submitted the rental form and availability has been confirmed for your selected date. Then, the rental fee must be paid online at [www.casnc.com](http://www.casnc.com). For payment assistance contact customer service at (919) 367-7711 or [customerservice@casnc.com](mailto:customerservice@casnc.com). The HOA does not collect a damage deposit, and any damage will be billed to the owner's account.
3. After each rental, the Host is required to leave the space in the same condition as before the event. This includes disposing of garbage off-site, vacuuming, and cleaning the kitchen. If the Clubhouse or adjacent common areas require additional cleaning or are damaged, the Host is liable for related reasonable costs and expenses.
4. The Host is responsible for turning off all lights and closing and locking all windows.
5. The Association may add cleaning costs, violation fees, and costs for damage to the Clubhouse, contents, or adjacent common areas to the Homeowner Association account.
6. Reservations will not be accepted more than six months in advance.
7. The Clubhouse is available from 9:00 AM to 10:00 PM on weekdays and from 9:00 AM to 12:00 AM Friday through Sunday. For a holiday on a weeknight, the Clubhouse will be available until midnight.
8. The Host is responsible for alcohol consumption and compliance with applicable laws and regulations.
9. Host shall ensure that the front door lock and the side door to the hall area are engaged prior to leaving the facility.

10. The Host agrees to release, indemnify, and hold harmless Salem Village Homeowners Association, Inc., and CAS from claims or liabilities arising from use or occupancy of the Clubhouse and related common areas for the event.

11. The Host is responsible for the conduct of all guests and assumes liability for damage to the Clubhouse, fixtures, furniture, personal property, or related common areas.

12. Violations of these terms may result in termination of the event, additional fees charged to the owner account, and suspension of clubhouse privileges.

13. HOA dues must be current.

14. The HOA does not provide snow removal or winter treatment at the clubhouse amenity center. In case of adverse weather, please contact CAS for the options available.

### **SALEM VILLAGE CLUBHOUSE RENTAL FORM**

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

Time of Function (be specific): \_\_\_\_\_

Event Planned: \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

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

Key Fob Numbers: \_\_\_\_\_

Phone (Day): \_\_\_\_\_

Email: \_\_\_\_\_

The date(s) and time(s) must be reserved at least 96 hours (4 business days) in advance. The \$225.00 rental fee is required when the reservation has been confirmed.

Initial: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Name (Print): \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Name (Print): \_\_\_\_\_

Reservations must be cancelled 10 days prior to receive a full refund of the \$225.00 rental fee.

## CLUBHOUSE RULES

1. No balloons of any type.
2. No tape, tacks or adhesive are allowed on walls, trim or doors.
3. Do not remove any wall decor from walls.
4. Do not remove any furniture from the great room.
5. No smoking of any kind in the clubhouse.
6. Pets are not permitted in the clubhouse.
7. Candles are not permitted except on celebration cakes.
8. No confetti or open containers of glitter.
9. All doors to the clubhouse, great room and kitchen must be locked after rental.
10. Rental does not include use of the pool, pool deck or fitness room. Opening of pool doors is prohibited.
11. Outside doors are not to be propped open except when bringing items in or out of the facility.
12. No swimsuits allowed in the great room.
13. After rental thermostat is to be set to 56 degrees October through March and 78 degrees April through September.
14. No blocking of doorways. Tables in front hallway need to be set up near the wall.

Rules Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Name (Print): \_\_\_\_\_

## **SALEM VILLAGE HOA CLUBHOUSE RENTAL CHECKLIST**

### **Bathrooms**

- ☐ Wipe counters and pick up any paper products left on floor (except during pool season).
- ☐ Empty trashcan and replace liner (liners stored under sink in kitchen).

### **Kitchen & Great Room**

- ☐ Return all folding chairs to the rack in the hallway.
- ☐ Wipe counters, sink, and exterior of all appliances.
- ☐ Clean inside of microwave, dishwasher and refrigerator and leave in pre-usage condition.
- ☐ No food, beverage items or ice to be left on-site following usage.
- ☐ Remove all food/beverages from the refrigerator and ice from the freezer.
- ☐ Empty trash containers in clubhouse and kitchen.
- ☐ Place clean trash bags in all trash containers.
- ☐ Place all trash bags in garbage cans located in fence enclosure near parking lot.
- ☐ Clean and wipe dining tables and coffee tables.
- ☐ All lights are to be turned off in kitchen and great room.
- ☐ All doors are to be locked; be sure the kitchen door, great room and front door locks are engaged before leaving the clubhouse.
- ☐ Thermostat set to 56 degrees October through March and 78 degrees April through September.
- ☐ All floors will be swept and mopped or vacuumed as appropriate and left in pre-usage condition. Broom and mop are located in storage closet. Mop closet code: 2013.
- ☐ Remove any smudges on walls and inside of windows.
- ☐ Crumbs/spots removed from all furniture and placed back in pre-usage location.