

## Camden Pointe Clubhouse Rental Information



Enclosed please find the rental application form you requested concerning the use of one of the Camden Pointe clubhouses. The application must be completed and returned with the clubhouse rental fee check and cleaning and damage deposit check at least 2 weeks prior to your use. *The rental fee may be waived for neighborhood functions approved by the Board. Please send formal requests to waive the rental fee to [clubhouse@allinonemgmt.com](mailto:clubhouse@allinonemgmt.com) – Include the reason for the request and the nature of the function.*

**Small Clubhouse** easily holds 25 people and is excellent for birthdays, showers and other cozy gatherings. The small kitchen includes a small refrigerator.

**Large Clubhouse** holds a maximum of 100 people. The clubhouse has a full kitchen with easy access to restrooms. Furniture is as follows: 6 tables with 4 chairs each; 8 bar stools to go with the bar; 1 leather couch with 2 accent chairs; coffee table; 2 end tables. While swim suits are not permitted in the clubhouse, this facility provides a great view of the pool & is great place to host large parties / activities.

Please send **two checks** with your application:

Large Clubhouse non-refundable rental fee: **\$150.00**

--- OR ---

Small Clubhouse non-refundable rental fee: **\$90.00**

--- AND ---

**\$150** refundable damage and cleaning deposit.

**CLUBHOUSE KEYS:** Email AIO at [clubhouse@allinonemgmt.com](mailto:clubhouse@allinonemgmt.com) at least 4 days prior to your reservation for the current lock box code to access the keys to the clubhouse you reserved. **You will be required to return the keys to the lock box after your rental.**

Rental fee and cleaning / damage deposit checks must be received at All-In-One Community Management **prior** to the release of the lock box code for the keys.

**CANCELLATIONS:** Must be emailed ([clubhouse@allinonemgmt.com](mailto:clubhouse@allinonemgmt.com)) at least a week in advance in order to open it up to other residents. If cancellation is not made prior to the rental date, you may forfeit your rental fee.

**Please return application and both checks made payable to: Camden Pointe HOA**

Mail to:

**Camden Pointe Clubhouse Rental  
c/o All-In-One Community Management  
5200 Dallas Hwy/Suite 200 #266  
Powder Springs GA 30127**

Email [clubhouse@allionemgmt.com](mailto:clubhouse@allionemgmt.com) with any questions.

# CAMDEN POINTE CLUBHOUSE RENTAL AGREEMENT

FOR RESERVATIONS & INFORMATION

[clubhouse@allinonemgmt.com](mailto:clubhouse@allinonemgmt.com)



**KEEP A COPY OF THIS AGREEMENT FOR YOUR FILES:** If I am in arrears with any fees, this agreement is null and void. In consideration for allowing me the exclusive use of one of the CAMDEN POINTE clubhouses for a private function, I, the undersigned, agree as follows:

## Nature of Function and Rules & Regulations of the Clubhouse

- I am renting the  **LARGE** or  **SMALL** Clubhouse. **Please check one.**  
**For the purpose of:** \_\_\_\_\_  
If this is a pre-approved neighborhood function and no rental fee is required check here:   
Deposit may be required.
- This function will **not** be attended by more than \_\_\_\_\_ people.  
**Maximum Occupancy: Large Clubhouse: 100; Small Clubhouse: 25. I understand I am being granted permission for exclusive use of the clubhouse only. This does not include exclusive use of the swimming pool, pool deck, tennis courts, or any other Association property. I further understand that the reservation permits my function to use only the Clubhouse for the hours of rental. Loud music or other noise (that can be heard outside the Clubhouse) is not permitted after 10PM.**
- Event Date:** \_\_\_\_\_ **between the hours of** \_\_\_\_\_ **and** \_\_\_\_\_.
- SETUP:** If you wish to request early access (night before) to setup for your event, review the online clubhouse calendar for availability, and email [clubhouse@allinonemgmt.com](mailto:clubhouse@allinonemgmt.com) to request early setup time, not more than 24 hours in advance (may be provided depending on other uses of clubhouse and may be limited to the same day as the event).
- I understand that continued use of the Clubhouse **after** the hours for which it has been reserved will constitute a breach of this agreement and may result in the forfeiture of my deposit. The Association reserves the right to remove any participant who remains after the reserved time or who does not restrict his use to the Clubhouse. I agree to rent the Clubhouse under the terms and conditions as set out below. The facility key is the property of the Association and must be returned to the LOCKBOX. Failure to return the key may result in a delay or forfeiture of the return of my deposit. If the keys are lost, I understand the cost of replacing the keys will be deducted from my deposit. I agree that the condition of the clubhouse is my sole responsibility and if not left in clean and orderly condition, I may lose my deposit.
- I will submit **payment** in the form of **two (2) checks** to cover the **non-refundable rental fee** and **cleaning and damage deposit**. Rental fees: **Large Clubhouse: \$150; Small Clubhouse: \$90.** Refundable cleaning and damage deposit is \$150. Both checks are payable to the **CAMDEN POINTE HOA.** A \$150 refundable damage deposit is required with every reservation. The non-refundable rental fee will be *waived* if attendance is open to all Camden Pointe residents. **Checks should be mailed to Camden Pointe Clubhouse, c/o All-In-One Community Mgmt., 5200 Dallas Hwy/Suite 200 #266, Powder Springs GA 30127.** Fee is due and payable upon the submission of this Application and Rental Agreement, no later than ten (10) days preceding the planned function. I understand that the payment includes a \$150.00 cleaning and damage deposit, refundable under the circumstances described below.
- I understand that the aforementioned cleaning & damage deposit of \$150.00 will be used to pay for cleaning costs and any and all damages resulting to the Clubhouse, its contents, or any other portion of the property for my actions or any actions of persons present at, attending, or in any other way related to my function. I agree to notify the CP Clubhouse Chair and AIO Community Management of any damage or cleaning problems within 24 hours. I understand that any charges made against my deposit are at the discretion of the CP HOA. If costs of repairs exceed the amount of my deposit, I agree to pay the Association the full cost of all repairs within ten (10) days of receipt of written explanation of the damages and a bill from the Association for such repairs. I agree that all deposits, fees, and expenses incurred by the Association as a result of the use of the Clubhouse under this Agreement shall be considered an assessment and constitute a lien against my property and shall be fully collectible as provided for in the Association's Declaration, Bylaws, and relevant Georgia statutes. Subject to the noted deductions, the deposit will be refunded in whole or in part by mail.
- Children's events** must be chaperoned by adults to a ratio of 1 adult to every 8 children. This includes children 18 and younger. An adult is defined as a person over the age of 18 responsible for the safety and well being of the children involved.

9. I agree to be bound by the Clubhouse rules to clean the facilities after use and to return the Clubhouse to a re-rentable condition in order to have the \$150.00 deposit returned. **No "day after" clean-ups are allowed.** Clubhouse must be secured, and all doors closed and locked, lights turned off, ceiling fans left in the on position, bathroom door stoppers in the up position, and doors secured.
10. **Cleaning** includes floor swept and mopped, kitchen includes window, sink, back splash, counter tops, and empty/clean refrigerator, stove, and microwave. All furniture replaced, all tables cleaned, and chairs replaced. Wipe walls, woodwork and doors if needed. All garbage bagged and deposited outside the clubhouse in the dumpsters located in the parking lot, and all exterior signs, which may have been posted, are removed. I will provide my own trash bags and cleaning materials.
11. The entire interior of the Clubhouse is a **non-smoking facility**. Swimming attire is not permitted inside the Clubhouse. **Helium balloons and candles/lanterns/votives are not allowed in the Clubhouse.** No tape or any type of adhesive is allowed on dry wall, moldings, ceiling or windows. Signs and balloons are permitted in front of the clubhouse during the event. They should not be placed any earlier than 1 hour before the event begins and should be removed during the clean up immediately following the event.

**Notice of Liability**

12. I assume all responsibility, risks, liabilities, and hazards incidental to the activities applied for (including, but not limited to the serving of alcoholic beverages), and hereby release and forever discharge the Association, its officers, directors, employees, agents, and members, present, past and future from all claims, costs, causes of action, and liability for personal injury or death and damage to or destruction of property arising from my use of the Clubhouse and its appurtenances. I agree that no alcoholic beverage will be served to anyone under the age of twenty-one (21) years of age. If the Association determines or observes intoxicated guests or minors being served alcohol, the Association reserves the right to terminate the function and to ask my guests to leave.
13. I agree to indemnify & hold harmless the Association, its officers, directors, employees, agents and members, present, past and future, from any and all charges, claims, costs, causes of action, damages and liabilities (including but not limited to attorneys fees) for any and all injuries to either person or property, suffered by me, my family members, employees, agents, servants, guests, invitees, any member of the Association of any other person which arise from or are in any way related to the above activity, rental, or use of the Clubhouse.
14. I assume all responsibility for the actions and behavior of all persons present at, attending, or in any other way related to my function and agree to be personally responsible for causing all such persons to comply with the Camden Pointe Declaration, By-Laws, and Rules and Regulations. I acknowledge that violation of any provision of the Camden Pointe Declaration, By-Laws, or Rules and Regulations by any person present at, attending, or in any other way related to my function, may, in the sole discretion of the Camden Pointe Board of Directors, result in forfeiture of my deposit.
15. I understand that I am being granted the exclusive use the of the Clubhouse for the time period described above, subject to the right herein reserved by the Association to enter the Clubhouse and terminate my use thereof should the conduct of any person using the facility endanger the health, safety or well-being of any person or constitute a threat to any property.
16. I am at least twenty-one years of age and will be in attendance at my function. I hereby agree and represent that the Clubhouse will be used for lawful purpose only and that if any conduct at the function I am sponsoring violates federal, state or local laws or ordinances, my rights to the Clubhouse under this Agreement shall terminate and the Association shall have the right to take possession of the Clubhouse and instruct my guests to leave the property. I understand that my reservation of the Clubhouse will not be confirmed nor will the Agreement be binding until this agreement and payments have been received by AIO. I have carefully read and understand this rental form and agree to be bound by its terms. Rules and Regulations are subject to change.

**By CAMDEN POINTE HOMEOWNER:**

\_\_\_\_\_  
*Signature of Responsible Owner in attendance* *Date*

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 Phone #(s) Email

# Clubhouse Use Checklist

## CLEANING CHECKLIST – EMAIL TO CLUBHOUSE@ALLINONEMGMT.COM

The Association wishes that you experience an enjoyable atmosphere at your event. The Clubhouse has been cleaned and maintained to enhance your event. If you arrive at the Clubhouse and discover existing damage prior to your use of the Clubhouse, please immediately send an email to [clubhouse@allinonemgmt.com](mailto:clubhouse@allinonemgmt.com) and include pictures if possible. By not contacting All-in-One Community Management, you may be accepting the responsibility of the existing damage.

This completed Clubhouse Use Checklist must be signed and emailed to [clubhouse@allinonemgmt.com](mailto:clubhouse@allinonemgmt.com) and clubhouse key returned to the lockbox before your deposit check can be cleared for shredding.

### **Check In Checklist**      I encountered the following problems when I arrived at the clubhouse:

Please check one or more as needed:

- The kitchen was not clean or an appliance is not working.
- The main area was not clean.
- The restrooms were not clean or working.
- The following items were damaged or missing: \_\_\_\_\_
- Other Problem: \_\_\_\_\_
- or --
- No problems. The clubhouse was in good condition and ready for rental.**

### **Check Out Checklist**      Cleaning Checklist:

Please check each item off as you clean after your event, add notes as needed:

- Floors swept and mopped
- Kitchen cleaned including stove, refrigerator empty, sink wiped
- Faucets shut off; Oven shut off
- For winter rentals, fireplace flue closed and fireplace turned off.
- All items, including decorations, brought for my event have been removed
- Do not use helium balloons on strings – they get caught in the ceiling fans
- Trash has been deposited in the clubhouse in the dumpsters located in the parking lot
- All furniture in its original placement
- Restrooms are clean, working and undamaged
- Lights turned out; Ceiling fans left in the ON position
- Thermostat is controlled remotely – nothing needs to be done
- Doors locked & keys returned to lock box
- Management company notified of any damage or cleaning issues

I [am / am not] (please circle one) leaving the Clubhouse clean and in good condition and it is in condition to be rented immediately by a fellow homeowner.

**Signed:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Camden Pointe HOA Use Only:**  
 Recommend Refund (YES / NO); Amount \$: \_\_\_\_\_  
 If not \$150, why: \_\_\_\_\_  
 Name, Signature, Date: \_\_\_\_\_