



**Authorized User** shall mean and refer to either an owner, or persons to whom the owner has delegated the rights of enjoyment to the Common Area and facilities, as defined in Article 3 Section 2 of the CC&Rs.

This agreement is between Woodmill Trace Townhomes Homeowners Association and the undersigned Authorized User.

Reservations for the clubhouse are made on a first-come first-served basis and may be made no later than 10 days prior to the event and *no earlier than 90 days* in advance. Reservations are to be made via mail to: **Woodmill Trace HOA- c/o Executive Real Estate Management (EREM), 3313 Memorial Parkway SW, Ste. 127, Huntsville, AL 35801.**

Reservations will be placed on the calendar *once* the Reservation Form and Rental Fee check is received, not before. Both fees must be paid with separate checks, by the Authorized User and made out to Woodmill Trace HOA. No third-party checks will be accepted. The usage fee is \$50 and the security deposit is \$500. If the Authorized User cancels the reservation, the reservation fee and security deposit will be returned. All reservations are subject to approval by the board of directors. The Authorized User must in good standing to have the privilege of renting the clubhouse. The clubhouse may **only** be rented by Authorized Users. Additionally, the Authorized User must be the host of the event and present for the entire event. Owners are responsible for any damages incurred by Authorized Users or their guests.

The board reserves the right to cancel a reservation at any time. The clubhouse is not available for rental on holidays. The rental of the clubhouse for commercial use is prohibited. The reservation gives the Authorized User exclusive use of the clubhouse but not *exclusive* use of the pool areas and parking lot.

### **Rules of Usage**

1. The Authorized User agrees to assume 100% responsibility for their conduct and the conduct of their guests and is responsible for the any damage to Association property or equipment resulting from the event.
2. The Authorized User agrees to be present during the entire time of usage.
3. The Authorized User agrees to limit the number of guests to no more than 25 persons.
4. The Authorized User agrees to restrict parking by himself and his guests to designated areas only. No parking on grass, landscaped areas or on the street in front of the clubhouse.
5. The Authorized User agrees to enforce a NO SMOKING policy inside the clubhouse.
6. The Authorized User agrees to refrain from the use of nails, staples, or any type of adhesive product that may damage the walls, windows, doors or exterior.
7. The Authorized User agrees to the usage of hours of 7 am -10 pm. Clean-up must be finished by 11 pm.
8. The Authorized User agrees to not remove any furniture from the clubhouse for any reason. Further, patio/pool furniture may not be placed inside clubhouse.
9. The Authorized User agrees to complete the cleanup checklist. (*see attached*) Failure to clean will result in fines of \$100 or the actual cleaning cost, whichever is greater. This MAY exceed the deposit.

10. The Authorized User agrees to indemnify, hold harmless, and defend the HOA and the board of directors from all claims for damages to persons or property arising out of or connected with this rental agreement and the use or consumption of alcoholic beverages by the undersigned or any guest(s). Beer kegs are not allowed. Grills are also not allowed.
11. Should it become necessary for the board to incur costs and expenses to retain the services of an attorney to enforce this agreement, or any portion thereof, the undersigned agrees to pay the costs and attorneys' fees thereby expended, or for which liability was incurred.
12. The Authorized User agrees to keep doors and windows closed at all times.
13. The board reserves the right to enter the clubhouse at any time, for any reason, during an event being held at the facilities to ensure that proper care of the facilities is being taken.
14. The Authorized User agrees to ensure that no swimsuits (wet or dry) are worn in the clubhouse.
15. The Authorized User agrees to refrain from excessive noise that would be disruptive to residents within the community.

The undersigned does hereby acknowledge that the undersigned has read and does understand the above stated Woodmill Trace Clubhouse Usage Agreement rules and agrees that if any of these rules contained herein are violated, all of the deposit may be forfeited, and further rental of the facilities may be denied. Further, the undersigned agrees to be responsible for any and all damages to the facilities at the sole discretion of the board. If damages exceed the deposit amount the undersigned will be responsible for the balance and will be billed by the HOA.

Authorized User (print name)	Signature	Date
Address	Phone	
Nature of Event	Event Time	Event Date

----- To Be Completed Later -----

Board Member Signature	Deposit Received	Check #

\_\_\_ Clubhouse returned in good order, cleaned, and security deposit returned.

Board Member Signature:	Date

After your event please follow this checklist to help insure that the clubhouse is returned to its original condition. Please turn in the checklist when you return the key. Cleaning supplies are located in the closet.

- Remove all trash from building (there is no garbage pickup at clubhouse) \_\_\_\_\_
- Sweep and mop all floors \_\_\_\_\_
- Clean countertops, appliances and tabletop surfaces \_\_\_\_\_
- Remove all decorations, banners, signs, flowers, etc. \_\_\_\_\_
- Return all furniture to original location \_\_\_\_\_
- Close and secure all doors, including deadbolt \_\_\_\_\_
- Close Door going into bathroom area \_\_\_\_\_
- Close and Lock Doors going out to pool area \_\_\_\_\_
- All windows are shut and locked \_\_\_\_\_
- Remove all food and beverages from refrigerator \_\_\_\_\_
- Please check restrooms to ensure they are clean. \_\_\_\_\_
- Make sure all water faucets are off \_\_\_\_\_
- Leave lamp on the foyer table on \_\_\_\_\_
- Lock the front door handle and deadbolt \_\_\_\_\_

Please list the time the clubhouse was closed after cleaning.

\_\_\_\_\_ (AM / PM)

\_\_\_\_\_  
Sign above to acknowledge all items of above list completed

\_\_\_\_\_  
Date