

Kennesaw Farms

Homeowners Clubhouse Reservation Rules and Checklist

1. Please reserve the clubhouse at least forty-eight (48) hours prior to use, by completing the Clubhouse Rental Reservation Form on our community website and mailing payments to:
Ghertner & Company
c/o Kennesaw Farms HOA
50 Vantage Way, Suite 100
Nashville, TN 37228
Please send any questions to: amenityrequest@ghertner.com
2. The property owner must be present at all times during any use of the clubhouse and shall be personally responsible for the behavior of their guests at any reserved function.
3. The clubhouse may not be used for any political activities. The clubhouse will not be used for any meeting related to the commercial business of any kind, except for the developer at his sole discretion.
4. Furniture may not be moved.
5. Floors must be vacuumed, swept or mopped, furniture must be wiped off, and trash is thrown away in the outside trash container after the rental. Please turn off lights, lock doors and windows, and return air conditioning to the original setting. The clubhouse must be completely cleaned and returned to its original condition before leaving.
6. If the kitchen is used, please be sure it's left clean and all trash and food removed.
7. Please be aware of events other property owners are having in the clubhouse. Go over these guidelines with your children. The reservation calendar is subject to change daily.
8. Reservations made for holidays or holiday weekends should be made well in advance.
9. Guests of the Kennesaw Farms Clubhouse should park in the clubhouse parking lot. Parking on the street is discouraged unless the parking lot is at capacity. Please inform your guests of this.
10. Your security deposit must be provided before use. This will be returned to you in its entirety after clubhouse usage, as long as the premises are left clean and undamaged. The Kennesaw Farms Homeowners' Association will assess cleaning and damage fees, if necessary. Also, a non-refundable reservation fee will be charged for each usage of the clubhouse.
11. HOA Community events will not require a deposit with prior reservation.
12. No smoking is allowed inside the clubhouse.
13. No pets are allowed inside the clubhouse.
14. The Kennesaw Farms Clubhouse may not be used as a guesthouse for overnight accommodations for homeowners and a guest.
15. Children of Kennesaw Farms homeowners must be 21 or over to use the clubhouse without an adult present. THIS INCLUDES THE ENTIRE CLUBHOUSE.
16. The **pool is not open** for use with a clubhouse rental. Wet swimsuits are only permitted in the pool area and the pool bathrooms.
17. The fireplaces are not available for use.
18. The Clubhouse will be available from 7:00 a.m. to 12:00 a.m. Please keep all noise minimal after 10:00 p.m. Be respectful of neighboring homes.
19. No homeowner may make a reservation with the intent of enabling an ineligible person to use the facilities or to allow another homeowner to avoid paying fees.
20. Any homeowner delinquent on their fees is not permitted the use of the Clubhouse or Pool areas.

(You will be provided entry and exit instructions for the day of your rental with your email confirmation.)

CLUBHOUSE INSPECTION CHECKLIST

After an event in the Clubhouse, the renter is required to make sure the Clubhouse is left clean. You must be present at all times during the period the Clubhouse is in use, and you are responsible for any damage caused by your invitees. The Clubhouse will be inspected within two days after your use. Your \$250 security deposit will be returned to you if the Clubhouse has been cleaned in accordance with the reservation requirements. However, you may be charged up to a \$250.00 cleaning fee if the Clubhouse is not cleaned appropriately. Following this list will allow us to keep rental costs down and will keep the Clubhouse in great shape for the next reservation. Thank you for your cooperation.

***Cleaning supplies are in the closet next to Refrigerator.** These are provided by your HOA for your use. Please return them, where you found them. Latex gloves are available in the cleaning supply box for your use. If an item is running low, please report this on the portal – or if there is an emergency issue, call the after-hours service center at 615.255.4736.

FRONT ROOM & SUNROOM

- _____ Return all furniture to its proper location.
- _____ Wipe tables of all food and debris; use glass cleaner on table tops as applicable.
- _____ Floors/Carpet **MUST** be cleaned. Use canister vacuum and Swifter Jet (as needed) on all tile/wood floors.
- _____ Remove all trash and take out to the large outdoor containers by the fitness center entrance.

KITCHEN

- _____ Empty all trash and replace can liners.
- _____ Wipe down sinks, faucet, and countertops; leave dirty kitchen towels in the sink for pickup and washing.
- _____ Empty refrigerator and wipe down inside (including drawers & freezer) as needed.
- _____ Wipe inside the microwave, including handle & outside surfaces as needed.
- _____ Remove any food items brought in by you or your guests. Ice may be left in the freezer for others' use.

BATHROOMS

- _____ Wipe down seats and flush toilets.
- _____ Empty trash and replace can liners.
- _____ Wipe vanities, sinks & faucets and clean sinks of any paper, debris, hair, etc.

LEAVING BUILDING

- _____ Return all cleaning products to the closet. Hang up Wet Jet & Broom. Store canister vacuum properly.
- _____ Turn off TV. **Leave TV in place.** It will be put away during cleaning checkup.
- _____ Remove all personal items you may have brought.
- _____ Lock the side and back doors.
- _____ Put all trash in an outdoor receptacle near Fitness center entrance; remove all debris from porch and parking lot.
- _____ Turn off all lights.

Please sign, indicating all cleaning duties have been performed: _____

If you did not find all of these areas in clean and acceptable condition when you arrived, please list:

**If you have any concerns or if you have any issues during your clubhouse rental, please contact Kerry Ledbetter at Kerry.ledbetter@ghertner.com.