



Mulberry Square Condominium Association Clubhouse Rental Agreement

Please fill in all information & print clearly

Name: First _____ Last _____

Address: _____ Unit # _____

Email: _____

Phone: Home: _____ Cell: _____

Date of Function: _____ Type of Function: _____

Time: From: _____ AM/PM To: _____ AM/PM (Closing time 11:00PM)

Please circle: Food will be served? Yes No Kitchen will be used? Yes No

Additional Information: _____

Rules and Regulations

1. Only co-owners may use the Clubhouse for personal functions for a nominal fee of **\$75.00** plus a **\$50.00** refundable deposit. Please write two checks made payable to: **Mulberry Square Condominium Association**.
2. The Clubhouse is **not available if co-owners are behind in Association Fees**.
3. The Clubhouse is not available for outside rentals, business or commercial purposes during July and/or August on those dates when used for association activities.
4. Co-owners are not to lend their sponsorship for Clubhouse use by any outside group.
5. The renting co-owner must be present at the function for which the Clubhouse has been reserved for the entire duration of the function.
6. The Pool is **never rented nor included** with the Clubhouse rental.
7. The Clubhouse must be used in such a manner that the neighboring co-owners are not disturbed.
8. The co-owner shall ensure that no excessive display or consumption of alcoholic beverages take place.
9. NO glass is permitted on the porch and NO gas or charcoal cooking permitted.
10. The co-owner must see that the guests park in the pool area parking lot.
11. The Clubhouse must be cleaned after its use and left in the same condition as when you arrived.
12. Upon departing from the Clubhouse, the co-owner needs to check the following:
 - oven and range are off
 - all chairs and tables are counted and returned to designated location
 - lights are turned off
 - doors and windows are closed
 - front door is locked

I have read & agree to all items as listed, and will comply with the Clubhouse Policy:

Co-owner Signature: _____ Date: _____

Approved by: Name _____ Title: _____

Approved form will be emailed to applicant.

Mulberry Square Clubhouse

Renter Responsibilities

We are delighted that you have chosen to rent the Clubhouse for your event. Over the years many improvements have been made to facilitate an enjoyable experience for you and your guests. When your event is over, note that you are responsible for the items listed below. The board member responsible for the Clubhouse rental will check it approximately 24 hours after its use. Your cooperation will enable you to get your deposit returned. Thank you!

Before your event:

- There are tables and chairs for your use. They are located in the basement. You are responsible for bringing them upstairs and returning them.
- A second roll of paper towel is available in the kitchen under the sink.
- Coffee urn is available for your use and the filters are in the cupboard.
- Extra toilet paper is available under the sink in the restrooms.

Main room:

- Carpet vacuumed – Prior to Clubhouse use, our condo maintenance person will set out the vacuum cleaner for your use after the event.
- Table tops & chairs wiped off.
- Tables & chairs that were brought up from basement need to be returned.
- Return the furniture to original location.

Kitchen:

- Counters wiped off
- Floor – wipe up any spills
- Dishwasher emptied
- Refrigerator & freezer cleaned and emptied of all personal items.
- Coffee urn cleaned and returned to cupboard.
- Trash needs to be bagged and taken to the dumpster. Additional trash bags located under the sink.