



VILLAGE SHIRES COMMUNITY ASSOCIATION

3001 EAST VILLAGE ROAD
HOLLAND, PENNSYLVANIA 18966
PHONE: 215-968-0618 • FAX: 215-968-0233

BUILDING USE APPLICATION FOR CLUBHOUSE I

NAME OF HOMEOWNER: _____

ADDRESS: _____

HOME PHONE#: _____ WORK PHONE #: _____

DATE REQUESTED: _____ TIME REQUESTED: _____

(Friday, not before 4:00 p.m., Saturday & Sunday, not before 11:00 a.m.)

TYPE OF PARTY: _____ # OF PEOPLE: _____

THERE WILL NOT BE ANY USE OF SMOKE, GAS OR FOG MACHINES IN THE CLUBHOUSE ROOM. SECURITY DEPOSIT WILL BE FORFEITED AND FINE WILL BE ISSUED IF SMOKE DETECTOR CAUSES FIRE DEPARTMENT TO BE CALLED TO THE SCENE!!!

THE CONSUMPTION, FURNISHING, OR POSSESSION OF ALCOHOL AT ANY CLUBHOUSE FUNCTION IS STRICTLY PROHIBITED

****Please contact the Management Office 48 hours prior to engagement to arrange for key pickup****

OFFICE USE: Homeowner's fees paid through _____

Amount of deposit received \$ 150.00

Room rental fee received \$ 175.00

One Check Totaling \$ 325.00 Check # _____

Checklist: _____ Reservation posted in book
_____ Copy made for VSCA Representative
_____ Homeowner signed form

CANCELLATIONS MUST BE MADE 30 DAYS PRIOR TO EVENT OR SECURITY DEPOSITS WILL NOT BE REFUNDED

I, homeowner, have received copy of the building use procedures and understand that some or all of my deposit will be withheld if these instructions are not followed and if any damage is done to the facility during the time the key is in my possession. If damage exceeds amount, I will be held responsible for all costs. I have also received and signed the rental agreement attached.

SIGNATURE OF HOMEOWNER

DATE

OFFICE USE: Checklist: _____ Deposit returned to homeowner
_____ Amount of deposit returned



VILLAGE SHIRES RENTAL AGREEMENT
CLUB I

1. Renter agrees by the execution of this agreement the following:
- A. **KEY PICKUP MUST BE ARRANGED BY the Management Office at 215-968-0618 BETWEEN THE HOURS OF 9 AM To 5PM.**
Failure to make these arrangements will result in a loss of rental, and The rental fee will be withheld and the deposit returned.
** Access to the clubhouse will not be permitted until 11 a.m. the day of the rental, except Friday, which will be 4 p.m.**
 - B. Renter shall clean rooms used for affair, leaving the rooms in the same condition as found (sweep and mop floors, clean counters and sinks, deposit trash in dumpster, clean bathrooms, etc.)
 - C. Renter shall return key to Club House 1 drop box or Management Office by 5 PM of the first business day. Failure to do so will result in a \$5 charge for each day until returned, to be held from the security deposit. **Renters who lose keys will be charged \$100.00 for the lost key.**
 - D. Clubhouse will be checked by the appropriate person, and according to his/her judgment, it shall be determined if the holding of any of the homeowner's damage deposit is in order.
 - E. Renter, upon signing this agreement, will abide by all of the rules and regulations attached, and have read and understand all procedures attached. The Association may require additional payment if the damage exceeds the required damage deposit, along with any other expenses associated with collection of such amounts.
 - F. Renter agrees that if a problem occurs during his/her affair because of damages, leaving doors unlocked, etc., they may lose all privileges of renting the clubhouse in the future.

I have read and understand this agreement as well as the Building Use Procedures attached.

SIGNATURE

DATE

ADDRESS

**SPECIFIC INSTRUCTIONS FOR CLEANING
THE CLUBHOUSE ROOM FLOOR**

THE CLUBHOUSE ROOM FLOOR HAS BEEN PROFESSIONALLY STRIPPED AND REFINISHED. AFTER BROOM SWEEPING, PLEASE USE "ONLY" A DAMP MOP WITH CLEAN COLD WATER TO MOP THE FLOOR. DO NOT USE ANY TYPE OF CLEANING SOLUTION ON IT, INCLUDING ANY TYPES OF DETERGENTS OR CLEANERS.

If you or any of your cleaning persons use anything other than plain water on the floor when mopping it – you will be subject to full forfeiture of your security deposit and also risk an additional fine equivalent to the cost of restoring the floor. Note that scrubbing and refinishing the floor is a very labor-intensive project and one that you do not want to be held accountable for. Please be sure that only water is used on this floor. If soda or other substance gets spilled on it and more than just water is needed to remove it, allow us to do the work so that no further damage gets done to it. We will bill you only in accordance with the clubhouse room rental policy agreement, which will be applied to your deposit refund. Please do not attempt to do it yourself because the problem will only get worse.

I CERTIFY THAT I AM THE RENTER OR AN AUTHORIZED REPRESENTATIVE OF THE RENTER AND THAT I HAVE READ AND UNDERSTOOD THE ABOVE STATED FLOOR MAINTENANCE POLICY AND AGREE TO ALL OF ITS TERMS.

Signature of Authorized person

DATE

BY ABIDING BY THIS POLICY, YOU ARE HELPING TO MAINTAIN THE APPEARANCE OF THE VSCA CLUBHOUSE FOR THE BENEFIT OF ALL WHO USE IT. YOUR COOPERATION AND CARE IN THAT REGARD IS APPRECIATED.

BUILDING USE PROCEDURES

A. Type of Party or Affair Permitted:

1. Engagement
2. Wedding
3. Shower
4. Anniversary
5. Christening
6. Birthday
7. First Communion
8. Bar/Bat Mitzvah
9. Graduation
10. Going Away
11. Home Coming
12. Affairs and activities sponsored by members and approved by the Board of Directors.
13. No Third Party Rentals

****Note: Room will not be rented for profit making affairs unless approved by VSCA Board**

B. SUPERVISION

1. Adult supervision by member sign for room.
2. **No alcoholic beverages are allowed on the premises at any time.**

C. Responsibility of Signing Member:

1. For all damages.
2. For deposit and all additional charges.
3. For adhering to all Rental Agreement Rules and Building Use Procedures contained herein.
4. For setting up and cleaning up of the building before closing.
5. For removing all trash and garbage from the facility.
6. For opening and locking up of building.
7. For returning the key by 5:00 PM the first business day after the affair.

C. Use of Facilities:

1. Room leased.
2. 10 tables and 100 chairs at Clubhouse I. If additional tables and chairs are needed, arrangements are to be made by signing member.
3. Kitchen (stove, sink, refrigerator, dishwasher) Coffee maker and teakettle.
4. Rest Rooms.
5. No other equipment in the building is to be used. No community property is to be removed from the building.
6. No tacks, scotch tape, etc. are to be used on the wallpaper. Hooks have been placed in the ceiling for decorating purposes. Marks of any kind are subject to fine. All decorations are to be removed during cleanup.
7. Keep tables from touching walls, as they will mar the wallpaper.
8. **Use of smoke machines of any type are prohibited.**

E. Office Procedure:

1. The office will handle forms and all money involved.
2. Written approval will be given within ten (10) days of the request for affairs and activities requiring Board approval.
3. Requests for leasing should be in no less than one (1) month prior to date of affair to avoid conflict with activities. Approved building use affairs can be processed immediately providing there is no other commitment for the building on the date desired. Association sponsored activities take priority. Room rentals are on the first come, first served basis and can be made only by the completion of the building use application form. Reservations cannot be made via telephone as the signed building use form and money is required for reservation.
4. Deposits are due at time of reservation.
5. **Deposits are forfeited unless 30-day notice before rental date is provided.**
6. A check will be required for rental fee and for the deposit. Checks are made payable to: **The Village Shires Community Association**, and signed by the signing member. The check is for the room rental fee and for the deposit. The deposit is refundable only if there has been no damage caused to the facility while the key is in signing member's possession and only if the room is properly cleaned. **THE DEPOSIT IS TO BE COLLECTED FROM THE OFFICE BY APPOINTMENT ONLY.** Please call the office at (215) 968-0618 prior to coming in to be sure your deposit is ready.

F. Deposit for Building:

1. A \$175 charge will be made for each use of Club I on weekends and holidays.
2. In addition to the above charges a refundable deposit shall be required in the amount of \$150. This deposit shall be held pending inspection of building and return of key after use. **Deposit will not be refunded for cancellations that do not provide 30 days notice.**
3. Activities sponsored by the Recreation Committee require no deposit. Such activities will be a composite of at least 80% Association members. When the activity is formed, a membership list will be submitted to be kept on file.
4. The party area must be thoroughly cleaned and inspected and key returned before the deposit will be returned.
5. **Parties are restricted to the clubroom, rest rooms and kitchen areas only. Office and Pool areas are off limits.**
6. Situations not covered above will be decided upon individually by the Executive Board.

G. Rental Group Instruction:

Service programs for members outside by instructors where fees are incurred are not permitted.

H. Additional information:

1. Do not drag tables across the clubhouse floor. Marks made to the floor will be subject to a fine.
2. A broom and mop are stored in the chair room closet for your clean-up convenience. Under the sink in the kitchen is a dust pan, brush and bucket. Bring your own detergent, plastic bags for trash and any other items that will hasten you're clean up. The room must be left clean after your party. If the facility has not been properly cleaned, a fine will be levied. Make sure all floors are clean of food debris and thoroughly mopped. We prefer cool water to be used on the floors, (please see attached memo in reference to cleaning the clubhouse floor), as it doesn't remove the wax treatment. Please be considerate.
3. Approximate dimensions of the clubhouse is as follows:

Clubhouse I	32 ft. x 46 ft.
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4. Table measurements are 30" x 72".
5. An air cleaner has been installed on the heating unit at Clubhouse I. A crackling sound can be heard when the unit is operating. Do not be alarmed, it just means the unit is cleaning the air that is circulating through it.

Note: Refunds will be returned within 30 days of the event.

INFORMATION ON CLUBHOUSE I

The key cannot be obtained until the day before your party and must be returned no later than one business day after your party. A \$5 late fee will be charged if the KEY is not returned by 5:00PM the next business day after the party. Upon entering the building, all doors will be locked and all lights out. The key you have been given will open all doors you will need to have access to. You are not permitted in the building until 11AM the day of your party, except on Fridays, which will be 4PM.

As you enter the building, you will find a light switch to your left. This will light the foyer area to the rest rooms and clubroom. As you enter the clubroom, you find two sets of light switches. The three flip top switches light the 8 wooden fixtures and the three push buttons light the ceiling lights. One thermostat is located next to these switches and the other thermostat is located off to the right. Depending on the season these thermostats will have a specific setting. In the winter the control will be on heat and set at 65° to maintain an above freezing temperature within the clubhouse. There is no need to change any controls under the thermostat but the temperature indicator on top can be set to the temperature you find comfortable for your use of the building. In the summer, the control will be off. Turn the control under the thermostat on your right from OFF to COOL and turn the temperature indicator on top of the thermostat to the temperature you find comfortable for your use of the building. **UPON LEAVING, TURN THE THERMOSTAT TO THE SETTING YOU FOUND WHEN YOU ENTERED.**

The kitchen has two light switches to the left. The flip switch lights the 4 wooden fixtures, and the push button lights the ceiling lights. All facilities in the kitchen are self-explanatory. The icemaker will be on for your use. **DO NOT TURN OFF.** If you are having a large number of guests, you may wish to empty the ice cubes from the ice maker and store them in plastic bags in the freezer and have the ice maker continue to work for you. The garbage disposal has a switch. Please make sure to run water through the disposal while in use.

Both rest rooms have a switch that activates the lights and fan simultaneously. The 10 tables are stored in the coatroom in the foyer. A light switch is on the left wall. The 100 chairs are stored in the large closet to the right as you enter the clubroom. **RETURN TABLES AND CHAIRS AFTER YOUR PARTY.** In case of an emergency, the circuit breaker box is in the closet next to the ladies room.

At the end of your party, you are requested to remove all trash. The dumpster is located in the driveway by the garage door and you were given a key for the padlock. **DO NOT LEAVE TRASH BAGS SITTING ON THE CURB OR INSIDE THE FACILITY.** Clean the facility and return all chairs and tables to their place. Check all kitchen appliances to make sure they are turned off and then turn the kitchen light off. Check the rest rooms to make sure all lights are turned off and lock the doors. Turn the thermostat to the setting you found when you entered and turn off the lights in the clubroom. Then check the hallway and turn off the light at the entrance and lock the front door. This assures the clubhouse is secured without a problem. **RETURN THE KEYS.**

Revised 4/16/10