

AUTUMN LAKES CLUBHOUSE RENTAL

The clubhouse can be rented by any owner in good standing. There is a \$200 per day rental fee due at the time of reserving the clubhouse, along with a \$100 refundable security deposit. The Association will not allow an owner to reserve the clubhouse if they are not in good standing (in regard to current HOA fees, current homeowners form and prior use) and also reserves the right to cancel an event if the HOA fee is not paid on time within 30 days of the rental. Rental fees must be paid 14 days prior to the rental date. Failure to pay the rental fees 14 days prior to the event date will result in the cancellation of the reservation. Abuse of the reservation requirement will result in the owner being unable to rent the clubhouse until further notice.

Rental time is from 10 am to 10 am the following day (to allow time for cleanup). No partial rental times are allowed. An earlier start time may be accommodated. The evening before may also be used for setup. Just inquire. If there are back-to-back rentals, no extra accommodation will be allowed. If the event is not cleaned up by 10 am the following day, you will lose your deposit.

The owner must be present during the entire event, including setup and cleanup. The maximum occupancy of the clubhouse is **70 people**. The Clubhouse cannot be rented for paid events. The tables, stools and chairs in the clubhouse may be used, although the Association does not guarantee their number or condition. Renters may arrange to bring in other tables or chairs.

The upper Clubhouse area, and the kitchen equipment is included in the rental. Rental guests may use the bathrooms in the lower section, but recognize they are also going to be used by residents during the pool season.

The clubhouse, including the balcony is a non-smoking/non-vaping facility. Smokers can smoke outside disposing of butts in the sand containers provided.

Regular snow removal of the parking lot is done by an outside vendor. Steps and walkways are blown leaf free, or shoveled when there is a weekday event, or on the Friday before the weekend if an event is scheduled. A bucket of icemelt is kept by the upper and lower door as well.

PRELIMINARY WALKTHROUGH OR TO RESERVE THE CLUBHOUSE

1. Owners can contact Madonna Esposito (314-358-1191) or Deborah Harvey (314-440-2437) with any questions regarding rental.
2. The clubhouse monitor will contact the owner during the week of the rental to schedule a walk-through.
3. To schedule a rental date, download or use the fillable online form on the CPM portal or download and complete a form from the AutumnLakesSTL.com website. Contact CPM (636-227-8688) to have a copy mailed to you.
4. While you can request a date online, the rental form and full payment must be received 14 days prior to the event.
5. The owner/renter's HOA payments must be current both at the time of reservation and within 30 days of the reserved date.
6. The current year's homeowner form must be on file.

PRE RENTAL INSPECTION

The assigned clubhouse monitor will do a walkthrough with you a few days before the event, to review the rules and your responsibilities. You will be provided with a door key and a 24-hour access pass (for lower-level exterior access and pool access during the pool season after 10 pm.) during the pre-rental inspection. These must be returned during the follow-up inspection or you may lose your deposit.

Make note of the location of emergency numbers, light switches and fire extinguishers.

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RENTAL RULES

THE OWNER/RENTER IS RESPONSIBLE for the conduct, damages, and behavior of all guests.

1. **NOISE:** Keep noise to a minimum and at a level that will not disturb residents near the clubhouse. This is particularly important after 10 pm.
2. **PARKING:** There is an upper lot parking sign for your guests located outside near the office entry door. It should be placed at the clubhouse drive entry several hours before the start of your event. No one should park in the circle or along yellow marked driveway curbs. During the pool season, guests should not park in the lower level. Make sure that your guests observe parking restrictions on the public streets of Autumn Lakes (police will ticket).
3. **NO SMOKING/VAPING IN THE CLUBHOUSE, EXTERIOR BALCONY OR POOL AREA:** Ensure that this is strictly enforced. Sand cans are located on the porches.
4. **BALCONY USE:** The balcony is not heated or cooled, but during moderate weather, the doors between the main room and the balcony will allow heating and cooling into the balcony areas. During extreme weather, leaving these interior doors open will affect the temperature in the main room. During nice weather, the exterior balcony slider doors with screens can be opened. An industrial fan is located behind the bar or on the balcony. Fans should only be on when you are present.
5. **TABLES AND CHAIRS:** Tables and chairs on the balcony may be used. All tables and chairs should be returned to how you found them prior to setting up your event.
6. **DECORATIONS:** Do not attach anything to rafters, lights, or ceiling fans. Do not use any type of adhesive that may damage the walls or railings. Take care that balloons are not allowed to float loose and become entangled with the fans.
7. **THERMOSTAT:** It is a good idea to check the temperature of the rooms prior to the event. Contact the monitor if there are problems with the air conditioning or heating.
8. **WIFI ACCESS:** The WIFI code is located on the wall in the lower level.
9. **BEVERAGE CONTAINERS:** Personal cooling containers used in the clubhouse should be watertight and have a waterproof covering under and around the container.
10. **BAR DRAIN:** do not put any solids down the bar sink drain. Dumping solids will back up the drain and will result in a damage charge.
11. **BBQ GRILL:** Use of the BBQ grill 10' or more away from the building is permitted, but it must be cleaned after use. Do not use any BBQ equipment on the upper deck or anywhere inside the clubhouse.
12. **LOWER-LEVEL USE:** The lower portion of the clubhouse contains the restrooms and some lounge seating. Residents may be coming and going through this area during pool use or meetings, so it is not considered a part of the rental during the pool season. Children should not be in this area without adult supervision.
13. **ICE MACHINE:** Nothing but ice should be stored in the ice machine. Take care that the scoop is placed back in the interior holder.

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POOL USE DURING RENTALS (during the pool season)

1. The Clubhouse rental can include the use of the pool during the pool season after 8 pm. The renter is allowed exclusive use from 10 pm to midnight. Keep in mind that through 10 pm the pool may also be in use by residents, so care must be taken to not infringe on the right of owners to enjoy quiet use of the pool during the overlap. The Clubhouse pass will permit access to the pool area and the clubhouse after the normal posted hours.
2. No decorations are allowed in the pool area. If any tables or chairs are moved, they must be returned to their original position. After the event all umbrellas must be down and secured.
3. The Association has a swim at your own risk policy. Guests should be made aware of this policy, although the renter may hire their own lifeguards.
4. Posted rules must be followed at all times. The owner must be present either at the pool or in the clubhouse when their guests are using the pool.
5. NO GLASS OF ANY KIND IS EVER ALLOWED IN THE POOL AREA- If glass is brought into the pool area and glass is broken anywhere in the area, the owner will be responsible for the cost of the draining, cleaning, and refilling of the pool.
6. The gate should never be propped open due to STL County regulations. To exit the pool area, the gate can be opened by pressing the button to the right of the gate.

POST EVENT CLEAN UP

The owner/renter is responsible for returning the clubhouse to the same setup and level of cleanliness it was upon their arrival. Make arrangements with the monitor for a final check.

1. There are mops, broom/dustpan and a vacuum cleaner located in the kitchen and in the downstairs supply closet opposite the ladies' bathroom. There are extra trash bags on top of the refrigerator. Cleaning liquid, bucket and a sponge are located by the sink. You must supply your own paper towels or cloth rags. Let the monitor know if any lights have burnt out, or non-working equipment.
2. The following equipment must be wiped down if used: microwave, stove top, oven, refrigerator, kitchen countertops, bar tops, and sinks; Vacuum all carpeted areas. Sweep, then mop all the hard floor areas (kitchen, bar area, entry, bathrooms). Wipe down all fixtures in the bathrooms; Wipe off any tables/chairs used.
3. Return tables and chairs to the original position you found them.
4. Empty all trash containers (tie up bags), replace with the bags provided on top of the refrigerator. Pay particular attention to the pool area if used, or areas where smokers may have discarded butts.
5. All clubhouse trash should be placed in the trash totes downstairs near the BBQ grill.
6. **SECURING THE CLUBHOUSE** All upper-level exit doors must be locked (be sure to check the balcony), along with the lower-level staircase door. Do not lock the lower-level doors. The only lights that should be left on are the table lamps downstairs and the upstairs entry area light. (Exceptions are the twinkling balcony lights & tree lights, Thanksgiving through January 1st.)

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CLUBHOUSE RENTAL DATE _____ 10 AM TO 10 AM Following day
DAY DATE

EARLY SET UP REQUESTED: YES

TYPE OF EVENT: _____

TIME OF EVENT: _____ TO _____

ANTICIPATED POOL USE: YES NO

RENTAL FEE: \$200

SECURITY DEPOSIT: \$100 Returned 8-10 days following inspection

Payment options: Make a one time payment of \$300.00 to be received 14 days prior to event date. You may submit this agreement and pay via the portal online at portal.cpmgateway.com. You can also choose to mail this agreement with a \$300.00 check payable to Autumn Lakes Assoc. to CPM, 242 Old Sulphur Spring Road, attn: Julia, Manchester MO 63021.

OWNER NAME (Print) _____ PHONE _____ DATE _____

ADDRESS _____ EMAIL _____

Owner Signature _____

Cancellation Policy: Cancellations without two months' notice: \$100 if event was scheduled Memorial Weekend, 4th of July, Labor Day Weekend, Weekend before Thanksgiving-New Year's Day. \$75 for cancellations of all other days without 1 month notice. Full refunds are given if cancellation is due to inclement weather.

PRE-EVENT WALKTHROUGH REVIEW:

I have been given a copy, read and agree to abide by the Clubhouse Rental rules. I have done a walk through with the club monitor and understand what my responsibilities are regarding cleanup and the return of the key and access card.

I understand that I am solely responsible for any damage caused by me or my guests. I understand that should there be damages assessed, or keys not returned, I will forfeit the security deposit. If the damages exceed the deposit, and they are not paid within 30 days, a lien (and any administrative charges) will be placed on my unit.

Owner Signature (At time of Walkthrough) Date

MONITOR Name Inspection Date

Deposit to be Refunded YES NO, Reason listed below