

## AUTUMN LAKES CLUBHOUSE RENTAL

### TO RENT THE CLUBHOUSE:

The clubhouse can be rented by any resident in good standing in regards to current HOA fees and prior use. The resident must be present during the entire event. Clubhouse rental cannot be used for paid events. **The maximum occupancy of the clubhouse is 70 people.** The clubhouse is a non-smoking facility.

1. Contact Smith Management Group (SMG) at 314-394-4200 to schedule your rental date. You can ask that the rental packet of information be mailed to you at this time. You can also use the form on the smithmgmt.com website to request a date.
2. There is a \$215 rental fee to be returned with your reservation form. Your date is not secured until these are received by SMG. An additional \$100 damage deposit must be received no less than 2 weeks prior to your rental date. Autumn Lakes reserves the right to cancel events due to St. Louis County Covid 19 guidelines.
3. Within one week prior to your reservation date, contact Lynn Dornfeld at 314-397-5535 to schedule your pre-inspection of the Clubhouse. The following checklist will be used to evaluate the condition of the clubhouse pre and post rental.

### PRE RENTAL INSPECTION CHECKLIST

The clubhouse monitor will do a walkthrough with you prior to the event.

1. Review the rules and your responsibilities.
2. Make note of the location of emergency numbers and fire extinguishers.
3. Keys will be provided for all exterior doors, balcony doors, trash dumpsters and interior doors leading to the upper level. A special pool key will be provided during the pool season. All keys must be returned at the end of your rental or you may lose your deposit.
4. There are 4 light switches upstairs: by the coat rack, by the bar, by the stair railing and by the door into the kitchen. All lights must be turned off before leaving the clubhouse. Become familiar with the location and operation of the wall switches and the lights downstairs.

### DURING RENTAL

1. **THE RESIDENT RENTER IS RESPONSIBLE for the conduct, damages, and behavior of all guests.**
2. **NOISE**-Keep noise to a minimum; this is particularly important during quiet time after 10 pm.
3. **PARKING**- Ensure that all of your guests observe parking restrictions on the public streets of Autumn Lakes (police will ticket). A sign to limit parking in the upper lot is available. It should be placed at the beginning of the upper drive several hours before the start of the event. This alerts resident to the fact that the clubhouse has been reserved for a party and they should not be parking there.
4. **NO SMOKING IN THE CLUBHOUSE OR ON THE BALCONY**-Ensure that this is strictly enforced.
5. **ATTENDEES:** Provide a way of monitoring who attends the event in case you need to notify participants after the event (based on current St. Louis County Covid 19 regulations).
6. **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.
7. **AIR CONDITIONING:** The thermostat should not be set below 72 degrees. This will cause the coils to freeze up and the unit to shut down.
8. **ATTACHMENTS:** Do not attach anything to rafters, lights, or ceiling fans.
9. **TV REMOTE:** There is one TV remote on the countertop in the bar area.
10. **BALCONY USE:** The exterior windows can be opened to expose screens. If you open the sliding glass doors between the main room and the balcony, note that the balcony area is not air conditioned, and during extreme heat this will rise the temperature in the main area.
11. **EXTRA TABLES AND CHAIRS**-There are extra tables and chairs on the balcony outside the north balcony door. Tables and chairs can be set on the balcony.
12. **CONTAINERS**-used to cool beverages in the clubhouse should be watertight and should have a waterproof covering under and around the container.

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13. **BAR DRAIN**-do not put any solids down the bar sink drain. Dumping solids will back up the drain.
14. **BBQ**-Use of the BBQ pit is permitted but it must be cleaned after use. Do not use BBQ equipment on the upper deck of the clubhouse or anywhere inside the clubhouse.
15. **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, so it is not considered a formal part of the rental. Children should not be in this area without adult supervision. No one should enter the pump room for the pool.
16. **POOL USE**-Pool use by the renter starts at 8 pm running concurrently with resident use until the published closing time. Exclusive use by the renter is from 10:00pm until midnight. Swim at your own risk. Autumn Lakes does not provide lifeguards. Posted rules must be obeyed at all times. The gate should not be propped open. In addition to the resident's pool key, a special pool key card will permit access after the normal posted hours. This key must be returned at the end of your rental or you will lose your deposit.
17. **NO GLASS IN POOL AREA**-No glass bottles or glass of any kind is allowed in the pool area. If a party guest takes glass into the pool area and broken glass gets into the pool, the unit owner will be responsible for the cost of the draining, cleaning, and refilling of the pool.

### POST EVENT CLEANING

The resident renter must clean the facility after use, returning it to the same clean condition it was upon arrival. You will be given the keys to the first-floor cleaning supply closet which contains the cleaning supplies you will need, and the vacuum. There are extra trash bags and extra Swifter mop pads on top of the refrigerator. If you wish to use paper towels, you will be responsible for supplying those. Light bulbs should only be replaced with the same type and wattage.

#### **Cleaning should include:**

- Wipe/clean the microwave, stove and oven inside and out
- Wipe/clean all kitchen countertops, bar tops, utensils, sinks and fixtures
- Wipe/clean the refrigerator inside and out
- Vacuum all carpeted areas. Remove all stains using a commercial product for that purpose
- Sweep, then mop all the floor areas (kitchen, bar area, bathrooms, linoleum floors)
- Wipe/clean all fixtures in the lavatories
- Wipe/clean tables/chairs. Return tables and chairs to their original places (chairs on tops of tables if you found them that way)
- Empty all trash containers; replace the plastic insert with the bags provided.
- Exterior grounds should be checked and all trash placed in the trash containers. Pay particular attention to the pool area if used, or areas where smokers may have discarded butts.
- Trash bags should be taken to the dumpster (end of the lower parking lot). The key will allow you to unlock and relock the dumpster.

### SECURING THE CLUBHOUSE AFTER USE-ALL DOORS MUST BE LOCKED

- \*Upper level exterior main door
- \*Upper level exterior glass doors (2)
- \*Upper level sliding glass doors on balcony and upper level interior door leading to balcony (3)
- \*Lower level interior door leading to upper level (two locks)
- \*Lower level exterior doors (2)
- \*Large trash dumpster in parking lot
- \*Pool gate closed and secured.

**FAILURE TO SECURE ALL DOORS MAY RESULT IN FORFEITURE OF YOUR DEPOSIT!**

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NOTE: The special key card you will be given operates one of the lower level exterior doors. You may exit this door at any time by pushing the button indicated on the wall.

Damages to the carpets are subject to the cost of restoring the carpet to its previous condition. At the end of your rental, a walkthrough will be conducted. If the facility is found to be in satisfactory condition, the refund of your full deposit will be mailed to you. If damages exceed the damage deposit, you will be asked to immediately pay the difference.

Renters are encouraged to have their participants follow current St. Louis County Covid 19 guidelines for venues. This may include asking unvaccinated attendees to wear masks and to social distance from others. Sanitizing cleaning supplies are provided for you and we suggest that all surfaces and knobs be wiped down prior and possibly during the event. Should you be notified that an attendee has contracted Covid 19, it is your responsibility to notify all attendees and SMG.

I UNDERSTAND AND AGREE TO THE RULES OF CLUBHOUSE RENTAL:

\_\_\_\_\_ Date

Renter

\_\_\_\_\_ Date

Clubhouse Monitor

*Smith Management Group, 1630 Des Peres Road Suite 210, St Louis, MO 63131. 314-394-4200*

COMMENTS: