

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 by the 5th of the month of the rental date.

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.

The owner must be present during the entire event. 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. Guests may enter through the lower section, but only the upper portion of the parking lot can be reserved for clubhouse guests.

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

PRELIMINARY WALKTHROUGH OR TO RESERVE THE CLUBHOUSE

1. Owners can contact the Amenities Chair, Shah Smith (314-960-6620) or the clubhouse monitor, Lynn Dornfeld (314-397-5535) for a walkthrough of the facility.
2. Owners can either contact Smith Management Group (SMG) at 314-394-4200 or check the Town Square calendar for available dates.
3. To schedule a rental date, download this copy of the rental form on TownSquare or from the AutumnLakesSTL.com website, or ask the SMG service desk to mail you a copy. The signed form and full payment must be received by SMG to reserve the clubhouse. The renter's HOA payments must be current both at the time of reservation and by the 5th of the month of the reserved date and a current homeowner form must be on file.

PRE RENTAL INSPECTION

The clubhouse monitor will do a walkthrough with a few days before the event to review the rules and your responsibilities. **Make note of the location of emergency numbers, light switches and fire extinguishers.**

1. **You will be provided with a Door Key and an access key (for lower level exterior access and pool access during the pool season after 10 pm.).** These must be returned by the end of your rental or you may lose your deposit.
2. **Our regular snow removal is done by an outside company.** Steps and walkways are blown free of leaves on the Fridays before events. During icy/snow weather there will be a bucket of salt that can be distributed if needed on the weekend.

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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 the event. No one should park in the circle or along yellow marked driveway curbs. Guests should not park in the lower level, during the pool season during the day. 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 OR ON THE BALCONY:** Ensure that this is strictly enforced. Sand cans are located on the porches and in the pool area.
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. Two industrial fans are located on the balcony. They should only be on when you are present.
5. **TABLES AND CHAIRS:** Tables and chairs on the balcony can be used in any upstairs area. All tables and chairs should be returned to their original location at the end of the 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. Take care that balloons are not allowed to float loose so they do not 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. **TV REMOTE:** There is one TV remote on the countertop in the bar area.
9. **WIFI ACCESS:** The WIFI code is located on the wall in the lower level.
10. **BEVERAGE CONTAINERS:** used to cool beverages in the clubhouse should be watertight and should have a waterproof covering under and around the container.
11. **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.
12. **BBQ GRILL:** Use of the BBQ grill just outside the office door is permitted, but it must be cleaned after use. Do not use any BBQ equipment on the upper deck of the clubhouse or anywhere inside the clubhouse.
13. **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.
14. **ICE MACHINE:** Nothing but ice should be stored in the ice machine. Take care that the scoop is stored in its 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 the pool may also be in use by residents through 10 pm, so care must be taken not to intrude on the right of owners to enjoy quiet use of the pool during the overlap. **No decorations are allowed in the pool area.**
2. **The Clubhouse key will permit access to the pool area and the clubhouse after the normal posted hours.** The owner renter must be present either at the pool or in the clubhouse when their guests are using the pool.
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 obeyed at all times. 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.
5. **The gate should never be propped open due to St. Louis County regulations.** The pool gate can be opened from the inside only through 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 there are any lights that 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 their original places (chairs on tops of tables and the bar if you found them that way).
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, along with the lower level staircase door. The only lights that should be left on are the table lamps downstairs and the bar lights upstairs. (Exceptions are the twinkle balcony lights & tree lights Thanksgiving through January 1st.)

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AUTUMN LAKES AGREEMENT FORM

OWNER NAME (Printed) _____

PHONE _____

DATE _____

ADDRESS _____

EMAIL _____

CLUBHOUSE RENTAL DATE _____

DATE: _____

10 AM TO 10 AM

TYPE OF EVENT: _____

TIME OF EVENT: _____ TO _____

ANTICIPATED POOL USE: YES NO

RENTAL FEE: \$200

DATE PAID: _____

SECURITY DEPOSIT: \$100

DATE PAID: _____

DATE RETURNED: _____

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.

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 damages caused by me or my guests. I understand that should there be assessed damages, or keys not returned, I will forfeit the damage 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)

POST CLEANUP REVIEW:

MONITOR

DATE

Deposit to be Refunded YES NO (Contact Amenities Chair)

NOTES FROM MONITOR: