

**McKay's Mill Clubhouse Rental Agreement**  
**1215 Habersham Way**  
**(615) 591-6993**  
**(Revised 1-8-13)**

- Deposit Received
- Rental Payment Received
- Cleaning Fee
- Code emailed
- Email Confirmed
- Deposit Refunded
- Deposit Retained
- Recorded on list

**ELIGIBILITY:** Any resident of McKay's Mill, age 21 or over, are eligible to rent clubhouse for themselves or for an *immediate family member only*. Residents behind in their HOA dues are not eligible. Residents may not rent the clubhouse for ineligible persons such as minors, friends who live outside of McKay's Mill, or for persons not in good standing with the HOA.

**AVAILABILITY:** The clubhouse may not be rented by the same person/group for two consecutive days/nights in a row UNLESS the clubhouse has not been reserved by 5 p.m. the day before. Residents (including the entire household) may not rent the clubhouse more than three (3) times a year and may not reserve the same date or event date for two consecutive years. (Example: New Year's Eve or Super Bowl Sunday). The clubhouse is available to residents only, not to non-resident owners.

No commercial, sales, religious gatherings, fundraisers, or political events are allowed. However, the McKay's Mill Social Committee, as its resources allow, may sponsor political Meet the Candidate forums provided all candidates are invited.

**MAXIMUM CAPACITY:** WITH **NO** banquet tables and chairs - **177 persons**; WITH tables and chairs - **101 persons**. Tents are not permitted on the grounds.

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ Purpose of event: \_\_\_\_\_

Estimated # of Guests: \_\_\_\_\_ Resident's Name (Please PRINT): \_\_\_\_\_

Email address: \_\_\_\_\_ Home phone #: \_\_\_\_\_

Renter's residence address: \_\_\_\_\_, Franklin, TN 37067

**Hours of Availability: The clubhouse opens at 8:30 a.m. and closes at 11 p.m.**

**Note: The lockbox combination for a key to the clubhouse changes monthly. The Resident Manager will email you with the code a few days before your event.**

**Rental Fee and Security Deposit:**

A non-refundable rental fee of **\$75** will be charged for each usage of the clubhouse. Additionally, residents will be required to provide a **\$350 security deposit**. Your deposit check will be returned \*voided\* to you by mail if the premises are left secure, as clean as you found it when you arrived, undamaged, the key is returned to the lock box and there are no violations of the conditions of this contract per page 2 and 3 attached.

**(Please provide 2 separate checks payable to McKay's Mill HOA)**

**NOT INCLUDED IN YOUR RENTAL FEE:** Rental of the clubhouse does not mean rental of the conference room, the pool, table cloths, tables, chairs, electronic components or appliances. Your rental is for “the space.” You are welcome to use all our amenities as they are available, but we do not guarantee any of them to be available or in working order.

**ALCOHOL:** Alcohol is permitted, BUT, NO alcohol may be served to minors. Residents serving alcohol to any guests are subject to “Social Host Liability” laws and any resulting criminal penalties.

**RESERVATIONS:** Reservations are on a first come, first serve basis. To reserve a date, contact the onsite property manager, Mary Katherine Bates, at (615) 591-6993 or stop by the clubhouse office Monday through Friday between 1:00 PM and 5:00 PM. You may also email Mary Katherine at [MBates@cmacommunities.com](mailto:MBates@cmacommunities.com) to check on availability.

**CANCELLATION:** A full 2 working day cancellation notice is needed to be received by Mary Katherine Bates for a full refund of the rental fee either by email, telephone conversation (not phone message), or in person.

**SET-UP PROCEDURES:** The key is in the lock box located on the column at the top of the parking lot stairs. Janice will call or email you with the combination a few days prior to your reserved date. Set up is allowed ONLY on the day of an event. Please report any damaged property, needed repairs or other problems **immediately upon arrival**. Contact Mary Katherine Bates at 591-6993 or Community Management Associates after hours emergency line at 800-522-6314 and press 9 to be transferred to the CMA on call manager.

**FINES & FEES:**

- 1.** An automatic **\$200 FINE** will be deducted from your deposit if you remove the lockbox key from the premises after 11PM, the evening prior to your day’s event.
- 2.** Any costs or penalties assessed shall first be deducted from your deposit and any additional balance due shall be paid upon presentation of a statement. The cost of cleaning the clubhouse, the decks and grounds may be charged up to the **full amount of your deposit OR MORE** depending on the condition of the clubhouse *and grounds* after your event.
- 3. WOOD FLOORS;** If your event is exceptionally large and the hardwood floor finish takes an unusual amount of wear and tear by your guests, you may be assessed an **\$85 fee** to have them professionally cleaned and polished immediately after your event. You may chose to pay this fee in advance rather than have it deducted from your deposit.

**OPTION:** *If you elect to pay the \$85 fee in advance*, the fee will also cover reasonable clean up after your party including; trash bag removal and replacement, break down and put away of tables and chairs and replacement of moved furniture. It will NOT, however, include clean up of the outside decks and common area grounds.

## Clubhouse rules:

(Protect your deposit! – Read the fine print)

No tape, nails, thumb tacks or glue may be used on clubhouse walls inc. 3M Command strips. \_\_\_\_\_ (initial) Loss of your entire security deposit is at risk for this violation!

No candles *except* birthday candles. No Silly String or Wacky String. No Pets. \_\_\_\_\_ (initial)

No smoking. No overnight parties. No wet bathing suits. \_\_\_\_\_ (initial)

A \$10.00 per balloon fee will be assessed for each balloon left at the ceilings. \_\_\_\_\_ (initial)

No sliding of any furniture or tables across floors; no moving large corner cabinets. \_\_\_\_\_ (initial)

Rental tables and chairs **MUST** have padded feet to protect wood floors. \_\_\_\_\_ (initial)

No portable heaters inside the clubhouse or on the deck. \_\_\_\_\_ (initial)

**Do not use** the dust mop to clean up wet spills. Do not use ammonia based sprays to clean the granite.

Cleaning equipment and clearly marked products are provided. Do not use your own cleaning products as they may damage the floor finish or granite counter top. Use only Bona Floor cleaner on the wood floors. Do NOT use the vacuum cleaner on the wood floors. They damage the polished finish.

A \$50.00 fine will be assessed if the clubhouse renter or anyone in their party moves, removes or disconnects any cords or cables from the electronic components. DO NOT DO IT! Please read the instructions carefully provided at the site of the components. \_\_\_\_\_ (initial)

The person(s) who reserved the clubhouse **must be present at all times** and shall be personally responsible for their guests.

The McKay's Mill HOA shall be held harmless from any loss, cost or expense, including reasonable attorney's fees, resulting from injury suffered by anyone attending a resident-hosted event at the clubhouse. Residents found in violation of any of the above will forfeit their security deposit and may be subject to any additional costs related to repairs or damages. In addition to losing your security deposit, failure to comply with rules could result in being denied the right to future clubhouse rental.

*I have read the above and agree to the rules and conditions.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## CLOSING Clean-up check list:

(Print) Name of Responsible Party: \_\_\_\_\_ Date of Your Event: \_\_\_\_\_

The clubhouse provides a broom, dust mop, a microfiber damp mop and a vacuum cleaner. Paper towels are not provided; please plan ahead. **Clean up Check List must be completed the day of your event.**

**To ensure prompt return of your security deposit, please initial each item and sign and return this form under the clubhouse office door immediately following your event.**

\_\_\_\_\_ Bathroom is clean and trash removed.

\_\_\_\_\_ Floors are swept or vacuumed and spills wiped up.

\_\_\_\_\_ Tables are CLEAN and returned to the front closet.

\_\_\_\_\_ Small children's tables and stools are clean.

\_\_\_\_\_ Counter top area in kitchen is clean, including microwave and coffee maker.

\_\_\_\_\_ Your food is removed from refrigerator and inside is clean.

\_\_\_\_\_ Furniture is returned to original position.

\_\_\_\_\_ Larger food spills on rug or furniture are removed.

\_\_\_\_\_ Fireplace is off.

\_\_\_\_\_ Television/media is off and remote returned to top of cabinet.

\_\_\_\_\_ Fan remote controls are returned to their nests

\_\_\_\_\_ Trash & all empty bottles are removed to the trash receptacles outside except for items to be recycled.

\_\_\_\_\_ Windows and doors are locked. **Back doors along the deck must be checked from the outside.**

\_\_\_\_\_ Key is returned to lock box on deck **before you leave for the night.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_