

**CENTENNIAL LAKES COMMUNITY ASSOCIATION**  
**CLUBHOUSE MAIN CLUBROOM -- PRIVATE USE REQUEST AND CONTRACT**

Date of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_  
(Between 7 AM – 12 midnight)

Upstairs Clubroom:     **Rental Fee: \$220.00**  
                                  **Deposit: \$250.00 (for parties without alcohol)**  
                                  **Deposit: \$500.00 (for parties with alcohol)**

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Owner: \_\_\_\_\_ Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Type of Function: \_\_\_\_\_

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Forward separate checks or money orders, **payable to Centennial Lakes Community Association, Inc.**  
**Mail to:** Sixes Management Group, 2230 Towne Lake Parkway, Building 500, Suite 110, Woodstock, GA  
30189

Number of Guests: \_\_\_\_\_ Will Alcohol Be Served: YES \_\_\_\_\_ NO \_\_\_\_\_  
Security Arrangements: \_\_\_\_\_  
Music & Special Events: \_\_\_\_\_  
\_\_\_\_\_

## TERMS AND CONDITIONS:

1. This application is for the upstairs clubroom only. Rental of the upstairs clubroom does not include the downstairs pool party room. Rental of the downstairs pool party room does not include the upstairs clubroom. **The adjoining pool is not included as part of this contract.** Initial \_\_\_\_\_
2. Only Owners may reserve the clubroom or pool party room. The reservation will be placed on the calendar upon receipt of the application and payment. **Owners must be current on all HOA dues at the time of their rental.**
3. No business shall be conducted nor may alcohol be sold. However, alcohol as long as it is served from within the clubhouse is permissible.
4. This is a non-smoking and non-vaping facility. Please use the designated ash pots if you opt to smoke outdoors.
5. The Owner is responsible for all persons using the facility during the event and Owner shall hold the Association harmless from, and defend the Association against, any and all claims or liabilities for any injury or damage to any person or property whatsoever when such injury or damage has been caused, in whole or in part, by the act, neglect or fault of Owner, or Owner's agents, servants, employees or invitees.
6. For your convenience, the upstairs clubroom is equipped with a refrigerator, full sink, and dishwasher. Minimal kitchen cleaning supplies are provided. If you intend to serve food, please bring appropriate cleaning supplies. Tables and chairs are available for use. Please return folding tables and chairs to their original location after use.
7. The Owner agrees **NOT** to hang banners and/or party decorations to the walls, ceilings, and furniture with **adhesive products, pins, nails, etc.** Any damage to walls or ceiling may forfeit deposit. Initial \_\_\_\_\_
8. The upstairs clubroom hours are 7 AM – 12 midnight. Your access card will allow entry to and from the building during these hours on the day of your rental only.
9. If requested, be prepared to provide proof of homeowner's insurance and proof of liability and workman's compensation insurance for any hired entertainers and/or caterers.
10. All governmental laws and regulations and the Association's Covenants, Conditions & Restrictions and Rules & Regulations shall be observed by the Owner and guests.
11. As the user you are expected to remove decorations and return the furniture to its original position. When moving furniture, DO NOT drag across the floors. Damage to floors, will be renter's responsibility. All trash must be disposed of in the designated receptacles. Overflow trash must be deposited outside in the outside containers.
12. The user fee includes a general cleaning. The following parameters apply (all items may not apply to the Activity room):

*The cleaning fee includes:*

- Vacuuming and mopping
- Wiping all flat surfaces
- Cleaning the restrooms
- Replenishing toiletries
- Dusting
- Cleaning the windows
- Removing trash from designated containers

It does not include:

- Heavy duty cleaning
- Cleaning spills inside the appliances
- Returning furniture to its original position
- Stain removal and carpet cleaning
- Removing party decorations: streamers, balloons, etc.
- Retrieving loose trash and cigarettes from the exterior of the clubhouse
- Removal of trash not stored in a storage container
- And, but not limited to, repairing damage to the walls, carpets, ceilings, and furniture.

I/We, the undersigned Owner(s) request use of the recreation building. I/We agree to comply with the Association's procedures with regard to use of the recreation building. If the Association deems necessary, these conditions may be amended with notice prior to the event.

Owner's  
Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_

Office use only: -----

Manager/Board \_\_\_\_\_ *Circle One:* Approved / Denied Date: \_\_\_\_\_

Checks/Money Orders Received: \_\_\_\_\_ Portal Payment \_\_\_\_\_

Checks Returned: \_\_\_\_\_

NOTES:

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# Centennial Lakes Clubhouse Rental Checklist

All observed damage must be noted by renting homeowner prior to use. The renting homeowner will be held responsible for any damage noted after their use. Please take a moment to walk through the clubhouse at the beginning of your rental time and make note of any damages below. To report damage, please email Sixes Management at [centenniallakes@sixesmanagement.com](mailto:centenniallakes@sixesmanagement.com) with pictures of the damage BEFORE you begin setting up for your event, as well as this completed rental checklist, to make sure that you are not held liable for damages that you and your guests did not cause.

Once your event has concluded, a representative from the HOA will complete a post party inspection.

Item/Task	Yes	No	Comment
Were sidewalks, front door, and front porch clear of decorations and/or debris?			
Was all furniture returned to its original position?			
Is there any damage to the furniture?			
Were all decorations removed?			
Is there any damage to the walls or paint?			
Is there any damage to the floor?			
Was the back deck cleared of decor and trash?			
Was all porch furniture returned to its original position?			
Were bathrooms clean and functioning correctly?			
Was all food removed from the refrigerator/freezer and kitchen area?			
Was all trash taken out and put in the trash cans in the side parking area?			
Have all lights been turned off?			
Have all doors been locked?			
Has the thermostat been returned to 64 degrees (HEAT in winter)/73 degrees (AC in summer)?			

REMINDER - The renting homeowner agrees **NOT** to hang banners and/or party decorations to the walls, ceilings, and furniture with **adhesive products, pins, nails, etc.** Any damage to walls or ceiling will forfeit deposit.

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_