

# ASHBROOKE CLUBHOUSE

## Application for Reservation

The Ashbrook clubhouse is owned by the Ashbrooke Owners Association. **The pool and pool area are NOT included with rental of the clubhouse and are strictly off limits for non-residents!** The Ashbrooke clubhouse is available for rental only by members of the Ashbrook Property Owners Association who are current in all assessments.

The member who reserves the clubhouse assumes ALL responsibility for clean-up, and/or any acts which may result in inappropriate use, damage or loss of the clubhouse. In the event the clubhouse is reserved for a party where guests are less than 21 years of age, appropriate chaperons must be present at ALL times. The member assumes responsibility for the acts and safety of the guests including those arising from service of alcoholic beverages. The clubhouse key must be picked up by member whose signature appears below from Homeland Neighborhood Management Please review copy of the Ashbrooke Clubhouse rules for further information.

Neither Ashbrooke Owners Association nor its representatives, board members, agents, or management company may be held accountable for any acts resulting in damage to said property or personal injury to guests. The resident member hereby holds all of the above-named parties harmless from any liability associated with the rental of the facility.

Name \_\_\_\_\_  
Ashbrooke Address \_\_\_\_\_  
Telephone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_  
Email address \_\_\_\_\_  
Facility requested for: Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_  
Type of Event \_\_\_\_\_ Number of Guests \_\_\_\_\_

**Rental Fees and Deposits:** (Make checks payable to Ashbrooke Owners Association)

**\*Checks must be in the homeowner's name\***

**\$150.00 Rental Fee** (includes 1st hour of cleaning)

**\$150.00 Deposit**

\*All weddings and wedding receptions: \$1500.00 Rental and \$1,000.00 deposit.

\*\*Clean up will be done by a professional cleaning service at a charge of \$50 for the first hour which is included in the fee and \$20 for each additional hour which will be deducted from the deposit.

I have read and agree to comply with all Ashbrooke Clubhouse Reservations and Rental policies and procedures.

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date

Please send application and checks to:  
Ashbrooke Association  
Attn: Ashbrooke Clubhouse  
C/o Homeland Neighborhood Management  
P.O. Box 320248  
Flowood, MS 39232

<i>Revised 10/14</i>			
<b>For Office Use Only</b>			
Application Rec'd _____	Balance _____	as of _____	
Fee Rec'd _____	Amt _____	Ck# _____	
Dep Rec'd _____	Amt _____	Ck# _____	
Cleaning _____	via _____		
Keyholder _____	via _____		
Invoice # _____	Cleaning Amt _____		
Deposit Returned _____	Amt _____		
Receipt # _____	Date Mailed _____	Ck# _____	

# ASHBROOKE OWNERS ASSOCIATION CLUBHOUSE RULES AND REGULATIONS

1. Reserving the clubhouse at least two weeks in advance is advised.
2. The pool and pool area are NOT included with rental of the clubhouse and are strictly off limits! Other residents may not be excluded from pool area during clubhouse rental.
3. Any homeowner renting the clubhouse must be current in their association assessments in order to obtain rental of the clubhouse.
4. The Association reserves the right to refuse to lease the facilities for any purpose it deems to be detrimental to or not in the best interest of its members. It further reserves the right to refuse to rent the facility on any dates and at any time.
5. No reservations of the clubhouse are allowed on these legal holidays without prior Board approval. This includes New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
6. The member renting the clubhouse must be present at the function and is responsible for all persons who attend the event for which the clubhouse is rented. The breach or violation of any conditions set forth herein may result in the loss of the deposit, the imposition of liability on the member, and/or denial of future use of the clubhouse.
7. The Renter is fully responsible and liable for all cleanup costs beyond those included in the rental fee and for damages to the clubhouse facilities, contents or other Ashbrooke premises whether they are considered private or common area. Further, the renter is fully responsible and liable for the cost of replacing contents including furnishings which are removed from the facility or damaged during the period keys are in their possession. Damage may be cause to revoke renter's privileges for use of the clubhouse.
8. Any persons under 21 must be chaperoned to use the clubhouse.
9. Only members of Ashbrooke Property Owners Association may make arrangements to obtain the key to the facility. The key may be obtained no earlier than the last business day preceding the event and must be turned in no later than the first business day following the event. **IF YOU FAIL TO RETURN THE KEY ON THE DESIGNATED DAY, YOUR DEPOSIT WILL BE FORFEITED.** The member is responsible for the key and the key may not be duplicated. If the key is lost, the resident is responsible for all costs and expenses of changing the affected locks. Keys should not be left with service personnel nor shall the clubhouse remain unattended or unlocked at any time.
10. Noise levels must be reasonable and kept within the confines of the facility. All music must end by midnight and the outside use of DJ's, boom boxes and other very loud instruments are not allowed. Complaints by the residents within the vicinity of the clubhouse may result in termination of the event by the Homeowners Association.
11. All events should terminate by 12:00 midnight.
12. No activity or event for which the clubhouse is rented may be advertised or publicized in any manner to solicit the attendance of the general public. No admission may be charged at the door.

13. No tape may be placed on the clubhouse walls. Please use caution with balloons around operating fans.
14. **NO SMOKING ALLOWED** in or around the clubhouse area. Failure to comply with this will result in deduction from and/or loss of your deposit.
15. No pets, bicycles, skateboards, roller blades, etc. of any type are allowed in the clubhouse or pool area at any time.
16. Please check to be sure the stove and oven are turned off.
17. Please return the heating/air thermostats to "closed" settings: 55 degrees for the winter and 80 degrees for the summer.
18. Turn off ALL ceiling fans.
19. Renter's Clean up Responsibility:

See checklist

\*Clean up will be conducted by a professional cleaning service. The minimum charge for this service is \$50.00 which is included in the rental fee. If excessive cleaning is needed the amount of \$20 per hour for additional cleaning will be deducted from the deposit. Homeland Neighborhood Management & Assoc. will mail a check for the balance of the deposit around the 10th of the following month.

\*\*Failing to thumb lock women's and men's restroom doors from inside the clubhouse and every other door leading outside the clubhouse at the end of the event will mean automatic forfeiture of the deposit!!!!

\*\*\*The women's and men's restrooms are accessible from the pool area. Guests need to know this, especially during the summer months.

**PLEASE NOTE:** Fee checks will be deposited upon receipt. Deposit checks will be processed no earlier than the 1st of the following month. Refund deposit checks will be written and mailed around the 10th of the following month.

# ASHBROOKE CLUBHOUSE RENTAL CHECK LIST

1. Call Homeland Neighborhood Management to reserve date.
2. Mail application and checks to Homeland Neighborhood Management within 2 weeks of verbal reservation
3. Confirm reservation and receipt of application and checks with HLMN.
4. Call Key Holder to set up at time to get the key.
5. Check List for Clubhouse:
  - Make sure the stove and oven are turned off.
  - Return thermostat to “closed settings”.
  - 55 degrees in winter; 80 degrees in summer
  - Return all furniture to its original position.
  - Remove ALL food and drink from the refrigerator and stove.
  - Remove all greenery, decorations, and flowers that were brought in.
  - Please turn off ALL lights.
  - Remove ALL trash from premises. Trash removal can result in a additional fee.
  - Make sure restroom doors and all other doors leading out of the clubhouse are closed and locked.  
**DO NOT LOCK BATHROOM DOORS LEADING OUTSIDE TO THE POOL.** This can result in forfeiture of the deposit, if not done.

Please note, deposit checks will be process on the 1st day of the month.  
Refund checks are mailed around the 10th of the month.

\*\*\*\*Should any problems occur, please email HLMN immediately at [info@homelandmgt.com](mailto:info@homelandmgt.com)  
If something is wrong with the facility and Homeland Neighborhood Management is not notified before the cleaning company cleans, you will still be responsible for the cleaning charge.

**NO PHONE IS AVAILABLE IN THE CLUBHOUSE!**

## **EMERGENCY INFORMATION:**

Madison County Sheriff Dept.  
601-855-0728

Madison County Fire Dept.  
601-859-2345

On-Call Representative:  
601-326-7325

For Rental Information:  
601-326-7325