

Eagle Farm Owners Association, Inc
Clubhouse Rental Agreement
The maximum occupancy for the clubhouse is 100 people.

Date of reservation: _____ Approximate # of Guests: _____
Type of Event: _____ Time: _____ to _____

Rental Fee: \$150.00 per day

Eagle Farm Clubhouse is available for the use and enjoyment of Eagle Farm homeowners in good standing. Homeowners that are in arrears are not allowed to rent the clubhouse for events. A signed letter of responsibility is required for each event. The rules and procedures for clubhouse rental are set forth below as the clubhouse MUST be left in the condition found.

1. The Eagle Farm clubhouse is intended exclusively for the use of the Eagle Farm homeowners for social functions only. People not associated with Eagle Farm are prohibited from renting the clubhouse.
2. The homeowner reserving the clubhouse must always be present during the function and as the host, assume all responsibility for damages or losses.
3. It is your responsibility to keep the parking area clean. Please make sure that all cigarette butts have been picked up and disposed of after your event.
4. All furniture must be put back in place before leaving the clubhouse. Failure to do so will result in future reservations in your name being cancelled.
5. TVs, exercise equipment, and bookcases are to remain in place.
6. Interior furniture and equipment must always remain in the clubhouse. Any damage to the clubhouse, equipment or furniture must be reported by the next business day following the event to Russell Property Management.
7. No smoking is permitted in the clubhouse.
8. If alcoholic beverages are served during the event, they are to be consumed only by persons 21 years of age or older; and the homeowner and/or host serving is responsible for ensuring that attendees at the event drink responsibly and legally.
9. Music and/or amplified sound of any kind are not permitted outside the building.
10. Parking is only allowed on the left side of the street around the circle and designated parking spaces at the clubhouse and vehicles must be parked in the direction of the one-way street.

11. Driving or parking on the lawn or other grassy or mulched areas is prohibited. If you are witnessed parking on the grass, you will be towed without warning at the owner's expense.
 12. The homeowner must ensure the clubhouse is cleaned after an event and that trash is removed from the clubhouse and put in the appropriate bins for pick-up.
 13. No paint, tape or tacks are permitted on walls, windows, fixtures, molding, or ceiling.
 14. No animals, except for service animals, are permitted in the clubhouse.
 15. Deck furniture should remain on the deck.
- Each Homeowner that is current on their HOA dues will be allowed one (1) fee free clubhouse reservation per calendar year (January 1 – December 31). It is your responsibility to inform the community manager that you are using this fee free day at the time the reservation is made so that this can be notated on the calendar for reference. This fee free day is offered one (1) per household and cannot "roll-over" into the next calendar year.

Reservation and Rental Periods:

Homeowners that are in arrears are not allowed to rent the clubhouse for events. To check the availability of the clubhouse, please visit www.russellpm.com and check the calendar. The clubhouse is reserved through the Manager, Russell Property Management by phone (252-329-7368) or email (freedom@russellpm.com) The desired reservation is not firm until the rental fee and letter of responsibility is signed by the homeowner and is provided to management.

Rental Periods:

Homeowners may reserve the clubhouse for a maximum of 18 days per year with no more than 6 of these days to be a Friday, Saturday, or Sunday. Homeowners may not reserve the clubhouse more than six months prior to the event. Reservations may not be made for more than 2 consecutive days. Reservations will require payment on the per day basis. The event reservation period begins at 8:00am and ends at 11:00pm. The reservation period includes time for set-up. Homeowners may not begin preparation activities or allow access to the clubhouse prior to the stated periods. Caterers and other non-residents are not permitted in the clubhouse without the homeowner's presence.

Cleaning and furniture arrangement following an event:

It is the responsibility of the homeowner to put all the furniture in its original location, remove all trash and clean the clubhouse. Homeowners must finish all tasks prior to the end of the reservation period. Homeowners must remove all personal and rental property by the end of the reservation period. The homeowner must return the clubhouse to the condition it was in prior to the event. Clubhouse rental is limited to the interior of the clubhouse and the immediate area around the clubhouse. Additional fees are as follows:

- Parking on grass - \$50.00 per vehicle
- Leaving furniture in a manner other than initially found - \$50.00
- Excessive staining on carpet – \$25.00
- Leaving trash in cans - \$25.00
- Leaving items in the fridge - \$25.00
- Leaving tape and/or decorations \$25.00

Please be advised that additional fines may be added as new issues occur.

Letter of responsibility:

I will be in attendance and personally host this event. I realize I am responsible for any damage that may occur during this event. I agree to pay for any damage and for cleanup charges as assessed by the inspection completed by the person acting as an agent for the Eagle Farm Homeowners. I agree to pay for the replacement of damaged or stolen articles at replacement cost new value. I agree to return the clubhouse to the condition it was in prior to the event. I understand that failure to return this agreement and pay the rental fee will forfeit my reservation. I acknowledge that I have read the above and received a copy of this for my records.

Homeowner reserving the clubhouse and Eagle Farm Address:

Signature: _____ Date: _____

Phone Number: _____ Email: _____

FOR RESERVATION CONFIRMATION PLEASE MAIL A CHECK MADE OUT TO EAGLE FARM HOA IN THE AMOUNT OF \$150.00 AND THIS LETTER OF RESPONSIBILITY TO THE ADDRESS LISTED BELOW:

Russell Property Management
 c/o Freedom Edmundson
 106 Regency Blvd.
 Greenville, NC 27834