

M.L.E.P.O.A., INC.
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MARCEL LAKE ESTATES
CLUBHOUSE (“CH”) RENTAL RULES

The MLEPOA Clubhouse is available for rental by current residents in good standing. Reservations are on a first-come, first-serve basis. Clubhouse rental shall include a fee of \$200.00 and a separate deposit of \$200.00, both due at the time of reservation. MLEPOA reserves the right to cancel a reservation in the event that the Clubhouse suffers damage or other reasons that cannot be corrected prior to the reservation date scheduled. Such a cancellation by MLEPOA will result in a full refund of both use fee and deposit to the resident.

PLEASE READ THE FOLLOWING RULES CAREFULLY. It is the Renter’s responsibility to ensure that his/her guests adhere to these rules. Remember that your security deposit, and any future rental opportunity of the CH, depends on your cooperation.

Current Resident (“Renter”) agrees to:

DURING the Event:

1. Renter assumes 100% responsibility for the conduct of all guests attending the event.
2. Renter is to remain at the Clubhouse for the duration of the rental period until all guests have departed the event.
3. Be considerate of neighboring homes at all times.
4. Use of the facility must end at the indicated time.
5. There will be adequate parental supervision, at all times, for all events involving minors.
6. There will be NO underage drinking. The legal drinking age in Pennsylvania is twenty-one (21).
7. No firearms are permitted on the premises.
8. There will be absolutely NO smoking within the entire Clubhouse or near Clubhouse doorways. Smoking outside of the Clubhouse is permitted, provided all butts and debris are disposed of in the provided cigarette receptacle.
9. Bands and DJs are permitted, provided the noise level is not excessive and disturbing to the nearby homeowners, especially after 10 p.m.
10. Any property damage incurred will be reported to the Office immediately. For weekend rentals, please notify the Office on Monday after 10 a.m.
11. Any accidents or injuries will be reported to the Office immediately. Please provide all details, including names of involved parties, phone numbers, witnesses, etc.
12. With the exception of toilet paper and bathroom paper towels, all paper goods and utensils are to be supplied by the Renter.
13. All food and condiments are to be supplied by the Renter. Any existing food supplies, including condiments, coffee, tea, or other items found in the kitchen are for use by the Social/Recreation Committee only.
14. Under no circumstances is any Clubhouse property (such as tables, chairs, etc.) to be removed from the Clubhouse.
15. Absolutely NO taping or pinning of any kind on the Clubhouse walls.
16. No ball playing of any kind in the clubhouse.

17. No pools of water should be on the main floor for any length of time as this will cause damage to the wood flooring.
18. No abrasive cleaners are to be used on equipment, appliances, or countertops. **Do not** use the self-cleaning oven feature.
19. You are responsible for any and all damage to the entertainment system.

IMMEDIATELY FOLLOWING the Event:

1. The rented Clubhouse area must be thoroughly cleaned immediately following your event and restored to the state in which it was found, regardless of the ending time of your event.
2. All garbage and debris must be removed from the Clubhouse premises immediately following clean up.
3. All lights must be turned off prior to leaving.
4. Close and lock all doors and windows, and place key in the drop-box located on the front door of the office immediately following the event. A lost Clubhouse key will result in a fee of \$50.00 assessed to the homeowner for lock replacement.
5. With the exception of brooms and mops, all cleaning supplies, including 35-gallon garbage bags, are to be supplied by the Renter.
6. All used kitchen items will be cleaned and returned to their proper place.
7. All floors are to be swept and mopped after your event.
8. The kitchen stove and refrigerator will be cleaned. Do not leave any food brought for your event.
9. An inventory of Clubhouse property will be taken following your event. Any missing or damaged items will be charged against your security deposit.
10. If maintenance has to clean the clubhouse after your event, you will be charged a labor fee against your deposit.
11. In the event that the property is damaged to the extent that it cannot be rented to another current resident, there will be a fine of \$10.00 per day assessed to the Renter until all damages to the Clubhouse and/or grounds are repaired to its original condition, plus the cost of rental loss. Additionally, the Renter will be ineligible for any future use of the Clubhouse.
12. Any repair costs, fines or charges in excess of the \$200.00 deposit shall be posted to the Renter's account.
13. Renter agrees by signing below that he/she has been legally notified of the fees, fines and charges under the specified conditions stated within this agreement. He/she may request a hearing before the property manager within thirty (30) days of the posting of any fee, fine or charge to the Renter's account as a result of this rental.

Renting Party: _____ Date: _____

MLEPOA Rep: _____ Date: _____