CLUBHOUSE RULES & REGULATIONS

1. The Clubhouse is available for rent by all homeowners of Bellbrook. Must be 21 years of age and a Bellbrook resident to be eligible to rent the facility. Resident must be present during rental hours.

2. Hours available for rental are from 8:00am to 12:00am. Noise level must be kept at a reasonable level at all times.

3. There will be a $200 cleaning deposit included with total amount. The cleaning deposit will be refunded as long as the following items are adhered to:

   **Bathrooms:**
   - Floors are cleaned – swept & mopped
   - Counter tops are clean
   - Paper Towels are restocked (supply in closet women’s bathroom)
   - Trash removed bags are restocked (supply in women’s bathroom closet)
   - Toilet paper has been restocked in each stall (supply in women’s bathroom closet)
   - Key to towels and trash container on shelf in women’s bathroom closet

   **Restrooms are checked for any damage that may have occurred - Report to Synergy**

   **Kitchen:**
   - Counter tops & cupboards clean & wiped down
   - No damage to counter tops
   - Sinks clean & wiped down
   - Refrigerators clean – Inside & Out
   - Ovens & ice maker – clean outside
   - Floor swept and mopped
   - Coffee maker emptied and clean

   **Checked for any damage that may have occurred - Report to Synergy**

   **Walls and Blinds:**
   - Walls are free of blue tack & poster putty (No push pins or tape allowed)
   - Blinds are closed - No blinds are broken
   - Checked for any damage that may have occurred - Report to Synergy

   **Dance Floor/Hall/General:**
   - Dance floor swept, mopped, and clear of scuff marks
   - Entrance floors swept and mopped
   - Rugs vacuumed- Check for stains-Clean if necessary
   - Carpets vacuumed- Check for stains-Clean if necessary
   - Remote, TV, DVD, and microphone player in proper location
   - Fans and lights off when you leave the clubhouse
   - Sidewalks were free of trash, debris, and stains
   - Grounds of cigarette butts
   - Furniture is in proper location (i.e. couch is in front of the television)
   - Deck is free of trash and other debris
   - Tables & Chairs are clean and returned to closet

   **Checked for any damage that may have occurred – Report to Synergy**

   **All trash removed from premises (no dumpsters provided)**

   **Doors locked when you exit the clubhouse**

4. All guests are the responsibility of the homeowner of Bellbrook who has rented the Clubhouse. Parties, guests, and noise level must be controlled at all times to adhere to the peace and comfort of all homeowners.

5. **Use of the swimming pool is not included in this agreement. The pool will remain open to all residents during rental.**

6. **NO UNDER AGE DRINKING!** Please do not serve alcohol to anyone under the age of 21. **Nebraska State Rules Apply.**

7. Do not remove any pieces of furniture from the clubhouse. Do not remove any pool furniture or bring into the clubhouse. Do not use tape or push pins of any kind on walls. Use poster putty or blue tack.
8. All guests must park in the designated parking spaces located at the entrance of the clubhouse. Do not allow guests to park in the street or in front of other homeowner’s property.

9. Smoking is NOT allowed by homeowners or their guests inside the clubhouse property.

10. Burning of candles is NOT allowed inside the clubhouse for lighting and/or decoration.

All homeowners wishing to rent the clubhouse must sign a clubhouse rental agreement, stating that they agree to the above clubhouse rules, regulations and rental fees.

Clubhouse Reservation Agreement

The undersigned hereby reserves the clubhouse on:

1. There will be a **$200.00 per day reservation fee paid** at the time of signing and returning this agreement. This fee is refundable with a 48 hour notice of cancellation.

2. There will be a **$50 fee** for use of the sound system and microphone. When reserving clubhouse please indicate if use of sound system is needed. Access key is provided.

3. There will be a **$200.00 cleaning deposit paid** at the time of signing and returning this agreement. The full deposit will be returned if paragraph #3 in the Clubhouse Rules & Regulations above has been completed.

Undersigned Resident Agrees:

4. To adhere to The Clubhouse Rules & Regulations.

5. The undersigned homeowner must be in attendance at all times during the party.

6. Parties with over 25 guests serving alcoholic beverage are required to have security. The Bellbrook Clubhouse and its management desire all guests and property to be safe from injury and damage. Renters and guests at the Bellbrook Clubhouse shall obey all local and state laws. The Sarpy County Sheriff is responsible for all law enforcement needs in the Bellbrook housing addition. Bellbrook therefore utilizes off duty Sarpy County Sheriff Deputies to fulfill this security requirement. Residents desiring to rent the club house meeting the security requirement must contact Sarpy County Sheriff Deputy Ben Leenerts by email at bleenerts@sarpy.com or (402)593-2288 to book security. Once security is booked, Deputy Ben Leenerts will then notify Management of the security booking.

7. Homeowners will be financially responsible for any and all damages caused by their guests and/or any missing items.

8. Keys to the clubhouse and cleaning check off list will be picked up by the homeowner at Pat Nastase’s residence at 19751 Chandler Street. Please call ahead to set up a time at (402)895-0542. The keys then will be returned by appointment with Pat Nastase who will schedule a walkthrough for cleaning purposes. The undersigned assumes total responsibility for any or all damages that might occur during time of use. If any damages occur or items are missing, the undersigned shall pay for the same within 3 days of receipt of estimate to repair damages and or replace items. The undersigned assumes total liability and responsibility for any and all damages that might occur during the time of use. If any damages occur or items are missing, the undersigned shall pay for the same within three days of receipt of estimate to repair damages and or replace items.

Rental Purpose:

Homeowners Name:

Homeowners Address:

Phone Number:

Homeowners Signature: ____________________________ Date: __________

Date Received Agreement & Fees: __________

Sound System Requested: YES / NO

Any violation of these rules or regulations may result in revocation of privileges of use of the clubhouse and its facilities. Use of the clubhouse, pool, exercise room and equipment is at your own risk. Neither Bellbrook HOA nor management assumes liability for injuries, accidents or damages that may occur while using the clubhouse, pool, exercise room or any equipment therein.