

Parkview Condominium Clubhouse Reservation Form

864-640-8137

Homeowner Name: _____

Phone: Daytime: _____ Evening: _____

Reservation Date: _____

Reservation Time Start: _____ End: _____

Type of Function: _____

Number of Guest: _____

By signing, I am acknowledging receipt, review, and acceptance of the clubhouse rental responsibilities. Violation of clubhouse responsibilities may result in forfeiting of my security deposit.

Signature: _____ Date: _____

Deposit: Please send one check for \$100.00 to cover the security deposit. Check will be returned upon inspection of the clubhouse after rental.

Rental Fee: Please send a second check for \$50.00 to cover rental fee. This is a non-refundable check unless reservation is cancelled at least three (3) days prior to rental date.

Check: Checks should be made out to **Parkview Condominium**

Send To: Parkview Condominium
c/o Chastine Property Management
PO Box 1037
139 Bridges Road
Mauldin, SC 29662

Confirmation: Reservations are confirmed by receipt of the security and rental checks. Residents **MUST BE CURRENT** with dues and fees to rent the clubhouse.

Door key: Please contact the COA office to arrange a pre-walkthrough and key pickup with a Board member.

CLUBHOUSE RULES AND REGULATIONS

- Community member reserving clubhouse MUST be present at the rental event and is responsible for conduct of guests present at event.
- Reservation of clubhouse during pool hours does NOT close pool to the community.
- **ATTACHMENTS OR MARKINGS ON THE CLUBHOUSE WALLS, WINDOWS, DOORS OR BASEBOARDS ARE PROHIBITED. IF NAILS, PUSH PINS, TAPE OR ANYTHING IS ATTACHED OR PLACED ON THE WALL(S) OR BASEBOARD(S), THE RENTER WILL AUTOMATICALLY FORFEIT THEIR DEPOSIT AND MAY BE SUBJECT TO ADDITIONAL CHARGES. THERE WILL BE NO EXCEPTIONS.**
- Resident provides own trash bags and paper products.
- Smoking and Vaping is prohibited in the clubhouse. If smoking occurs, you will be subject to additional cleaning charges to remove smoke odors.
- No kegs in clubhouse – may be stored on outside deck.
- Glass containers of any type are strictly prohibited in the pool area.
- All trash must be taken to the large trash receptacles outside. Replace trash can bags in each trash can.
- Vacuum all floors and carpets.
- Wash all vinyl flooring.
- Wash counter tops in kitchen and bathrooms.
- Wash all tables and appliances (microwave and refrigerator).
- Empty refrigerator of all items you brought in.
- Flush and clean toilets – empty bathroom trash cans. Put clean trash bags in trash cans.
- Tables and chairs must be cleaned, folded and returned to the storage closet. Please DO NOT LEAN tables or chairs against walls.
- Upon exiting
 1. Turn off all ceiling fans and interior lights.
 2. Set heating/cooling back to settings posting at each thermostat.
 3. Lock all exterior doors and windows.
- Community functions: Clean up after community functions is the responsibility of person or persons who organize the function.
- The clubhouse will be inspected immediately following the function to be sure all of the above items have been completed.

PLEASE NOTE: THE FACILITY MUST BE LEFT IN GOOD CONDITION FOR THE RETURN OF THE SECURITY DEPOSIT.

The hours listed on the clubhouse reservation form are the hours you will have the clubhouse. If you change the hours by 1 hour either before or after the listed time, you will be subject to an extra day rental charge for the building. This amount will be deducted from your deposit check.

By signing this form, you are agreeing to the information listed on this notice.

Signature

Date