

**CORNERSTONE PARK HOMEOWNERS ASSOCIATION  
CLUBHOUSE RENTAL AGREEMENT**

The clubhouse facilities may be rented for private parties sponsored by Cornerstone Park homeowners. All clubhouse rentals are limited to the hours of 10:00 A.M. to midnight with a maximum attendance of 75 people. All cleaning and event functions **must** be completed by midnight. For every 10 guests under the age of 25 years, an adult over the age of 25 must be present. The clubhouse is a non-smoking facility and the *Cornerstone Park Homeowners Association, Inc. reserves the right to grant or deny rental of the clubhouse and to determine what hours the clubhouse can be rented.* In scheduling use of the clubhouse, the Association functions shall take precedent over private parties. **In the event that there is a rental the prior evening, the rental will not begin until noon to allow time for cleaning the clubhouse.** The sponsoring homeowner(s) must be present for the duration of the party. **The use of the swimming facility/pool deck is not included with rental of the clubhouse. Due to the anticipated use of the pool by residents, the pool may not be rented for private functions. Vehicles may park in the clubhouse/pool parking lot ONLY.**

Randy Wogick holds the clubhouse calendar and will officially reserve the facility. Please contact Randy at (919) 412-5479 to confirm availability. Your rental will be confirmed upon receipt of deposit, rental fee and signed rental agreement at PPM, Inc.'s office. Mail or deliver your forms to PPM, Attn: Clubhouse Reservations. **The form, along with the 2 checks, must be received no later than 1 week prior to the rental date in order for the rental to take place. It is your responsibility to call PPM and ensure that your form and checks have been received.**

It is understood and agreed by the Cornerstone Park HOA that the clubhouse will be clean and in good condition before the event. The Association will provide cleaning of the bathrooms after the event, but the sponsoring homeowner is expected to remove anything brought in especially for the event and will place all trash in the outside trash bin.

The clubhouse will be cleaned the day after an event. At that time, an inspection will be made of all the facilities to determine if any unusual damage has occurred which requires additional attention. The \$250.00 security deposit will be refunded only after the property has been inspected and found to be in good order. It is also understood and agreed that any additional damage (not covered in the security deposit) done to the facilities (including furnishings and equipment therein) are the sponsoring homeowner's responsibility and any cost resulting from such damage shall be paid by such. This refund, in whole or in part, is at the sole discretion of the HOA Management Company and the Board of Directors, and will be mailed no later than ten business days after the rental period. Keys must be returned prior to any refund.

The Cornerstone Park HOA reserves the right to expel any members and guest(s) not conforming to the rules and regulations or causing undue commotion. As the balcony is exposed to a residence in Cornerstone Park, we ask you to refrain from using the balcony after 11:00 PM. Renters are reminded that the Clubhouse is in a residential neighborhood. It is expected that renters will treat the property with respect. No kegs are allowed inside the clubhouse or they must be outside at all times.

No alcoholic beverages will be served at the subject event (Initials) \_\_\_\_\_

**OR**

Alcoholic beverages will be served and I have obtained necessary forms and submitted them. (Initials) \_\_\_\_\_

I/We, the homeowner(s) have read and is/are familiar with the provisions of this Agreement and the Rules of the facilities, and agree/s to comply with the same.

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(Homeowner Signature)

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(Date)

## CORNERSTONE PARK CLUBHOUSE RENTAL FEES

Following are the fees for rental of the Cornerstone Park Clubhouse. The Association reserves the right to change these fees as needs require. Homeowner Association dues must be current in order to reserve the clubhouse.

### CLUBHOUSE RENTAL FEES:

Please make **separate checks** for rental and deposit payable to Cornerstone Park HOA. One check will not be accepted. Please note that Board meetings will take precedence over private functions.

Clubhouse Rental	\$75.00 (Non-refundable)
Clubhouse Security Deposit	\$250.00 (Refundable)

- Please mail rental and deposit checks to PPM, 6739 Falls of Neuse Road, Raleigh, NC 27615
- The Association reserves the right to retain the security deposit if the condition of the clubhouse is not satisfactory. The security deposit will be refunded only after the property has been inspected and found to be in good order. This refund, in whole or in part, is at the sole discretion of the property manager, and will be mailed no later than ten (10) business days after the rental period.

**The following cleaning procedures must be followed after the rental of the clubhouse. Failure to follow these cleaning procedures will result in the forfeiture of some or all of your \$250.00 deposit. Additional damages to the clubhouse will be billed to the person in charge of renting the clubhouse. Failure to completely lock any of the clubhouse doors will result in a minimum of a \$50 fine.**

#### **General rules for cleaning all areas of clubhouse.**

- **NOTHING** should be stuck to the walls or wallpaper in any room including tape, pins, push pins etc. **Confetti is not allowed**, as it cannot be vacuumed or easily cleaned up.
- **All garbage should be bagged and placed in the outside trashcans.**
- Please do not permit young children to eat or drink on the carpeted areas.
- Wipe all tables and chairs.
- Ensure that all lights are turned off and **doors are locked.**
- All cleaning must be completed prior to midnight.

#### **General rules for cleaning the wet bar:**

- Sweep the floor.
- Scrub down sink and wipe down counter tops and cabinets.

#### **General rules for cleaning the main room:**

- Use spot cleaner on any rug stains and sweep the floor.
- Wipe glass doors and/or windows as necessary.

## HOST LIQUOR LIABILITY AGREEMENT

The undersigned hereby agrees to accept Host Liquor Liability Responsibility for:

(Activity) \_\_\_\_\_

Held on \_\_\_\_\_ 20\_\_\_\_\_ between the hours of  
\_\_\_\_\_ and \_\_\_\_\_, and to hold Cornerstone Park Homeowners Association,  
Inc. harmless.

THE CORNERSTONE PARK CLUBHOUSE IS A NON-SMOKING FACILITY!!

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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North Carolina

\_\_\_\_\_ County

I, \_\_\_\_\_, a Notary Public for said County and State,  
Do hereby certify that \_\_\_\_\_ personally appeared  
Before me this day and acknowledged the due execution of the foregoing  
Instrument.

Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_, 20\_\_\_\_

**CORNERSTONE PARK HOMEOWNERS ASSOCIATION**  
**CLUBHOUSE RENTAL APPLICATION**

Homeowners Name: \_\_\_\_\_

Homeowners Address: \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Rental Date: \_\_\_\_\_

Time: \_\_\_\_\_ To: \_\_\_\_\_

Purpose: Business Meeting: \_\_\_\_\_

Business Social \_\_\_\_\_

Neighborhood Social: \_\_\_\_\_

Club or Organization: \_\_\_\_\_

Private Party: \_\_\_\_\_

Other (Describe): \_\_\_\_\_

No. of People: \_\_\_\_\_

(Maximum of 75 people)

Will alcoholic beverages be served? YES: \_\_\_\_\_ NO: \_\_\_\_\_

I, the undersigned Cornerstone Park Homeowner, am requesting to reserve the Cornerstone Park Clubhouse for the date and times indicated above. My signature certifies that I have read and understand the reservation policies and procedures and the rental fees. If my reservation request is accepted, I agree to abide by these policies and procedures and to pay all applicable fees and deposits. It is understood and agreed that I am accepting responsibility for the clubhouse (including furnishings and equipment) during the reservation period, and will be fully responsible for all costs incurred by the Association to repair any damage.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Cornerstone Park Clubhouse Checklist

PLEASE COMPLETE UPON DEPARTURE FROM THE CLUBHOUSE AND  
RETURN TO PPM, INC. FOR THE RETURN OF YOUR DEPOSIT.

\_\_\_\_\_ Wipe all tables and chairs

\_\_\_\_\_ Sweep the kitchen floor

\_\_\_\_\_ Wipe down sinks, counter tops and cabinets.

\_\_\_\_\_ Use spot cleaner on any stains in rug and sweep floor.

\_\_\_\_\_ If cleaning of the wood laminate floor is necessary renter agrees to use water **only**. Any other cleaning agent could damage the flooring resulting in additional charges.

\_\_\_\_\_ Wipe glass doors and/or windows as necessary

\_\_\_\_\_ All garbage is bagged and placed in the outside trash bins

\_\_\_\_\_ Ensure that all lights are turned off and **doors and windows are locked**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Date of Rental \_\_\_\_\_

### **CLUBHOUSE ADDRESS:**

**8217 SHADOWSTONE COURT  
RALEIGH, NC 27613**

Please send to:

PPM, Inc.  
6739 Falls of Neuse Road  
Raleigh, NC 27615  
Attn: Sara Brennan