



## Cornerstone Park Community Association, Inc. 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. 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 Community Association, Inc. (CPCA)** reserves the right to grant or deny rental of the clubhouse and to determine what hours the clubhouse may be rented. In scheduling use of the clubhouse, Association functions shall take precedence 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.**

The Association management company, Elite Management Professionals, will officially reserve the facility, subject to availability, upon receipt of deposit, rental fee and signed rental agreement. Mail or deliver your forms to Elite Management Professionals, Attn: Cornerstone Park Clubhouse Reservations. **The form, along with the two (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 contact management and ensure that your form and checks have been received.**

It is understood and agreed by the **CPCA** 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 damage to the facility, its furnishings and equipment therein that is in excess of the security deposit shall be the sponsoring homeowner's responsibility. Any cost resulting from such damage shall be paid by such. Security Deposit refund, in whole or in part, is at the sole discretion of the Board of Directors and the HOA Management Company and will be mailed no later than ten business days after the rental period. Keys must be returned prior to any refund.

The CPCA 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 P.M. 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 – 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 am/are familiar with the provisions of this Agreement and the Rules of the facilities, and agree to comply with the same.

\_\_\_\_\_  
(Homeowner Signature)

\_\_\_\_\_  
(Date)

**THE CORNERSTONE PARK COMMUNITY ASSOCIATION CLUBHOUSE IS A NON-SMOKING FACILITY!**

## CORNERSTONE PARK CLUBHOUSE RENTAL FEES

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Following are the fees for rental of the Cornerstone Park Community Association Clubhouse. The Association reserves the right to change 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 fee and deposit payable to Cornerstone Park Community Association, Inc. 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  
Cornerstone Park Community Association Inc.  
C/o Elite Management Professionals  
1401 Sunday Drive Suite 116  
Raleigh NC 27607

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. Refunds, in whole or in part, are at the sole discretion of the management company 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 attached/adhered/affixed to the walls or wallpaper in any room with tape, pins, pushpins, putty, 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.**

### **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.



**Cornerstone Park  
Community Association, Inc.  
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. & Elite Management harmless.

**THE CORNERSTONE PARK COMMUNITY ASSOCIATION CLUBHOUSE IS A NON-SMOKING FACILITY!**

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

\_\_\_\_\_  
Date



# Cornerstone Park Community Association, Inc. Clubhouse Rental Application

## Homeowner Information

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone: Cell:** \_\_\_\_\_ **Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**E-mail** \_\_\_\_\_

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

Time: \_\_\_\_\_ to \_\_\_\_\_

Purpose of Use:

- Business Meeting: \_\_\_\_\_
- Business Social: \_\_\_\_\_
- Neighborhood Social: \_\_\_\_\_
- Club or Organization: \_\_\_\_\_
- Private Party: \_\_\_\_\_
- Other (Describe): \_\_\_\_\_
- No. of People: \_\_\_\_\_

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

If *yes*, please complete and include the Host Liquor Liability Agreement

- I, the undersigned Cornerstone Park Community Association Inc. 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 Community Association, Inc. Clubhouse Checklist

**PLEASE COMPLETE UPON DEPARTURE FROM THE CLUBHOUSE AND RETURN  
TO  
ELITE MANAGEMENT FOR THE RETURN OF YOUR DEPOSIT.**

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

\_\_\_\_\_ Sweep and mop the kitchen floor

\_\_\_\_\_ Scrub down sink and wipe down 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 are locked

Signature \_\_\_\_\_

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

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

**CLUBHOUSE ADDRESS:**  
8217 Shadow Stone Court  
Raleigh NC 27613

Please send completed form to:

Cornerstone Park Community Association Inc.  
C/o Elite Management Professionals  
1401 Sunday Drive Suite 116  
Raleigh NC 27607  
Or  
Fax: 919-233-7661