

# ***CLOPPER'S MILL WEST COMMUNITY ASSOCIATION***

## ***Clubhouse Rental Agreement***

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***13665 Ansel Terrace, Germantown, MD 20874***  
[www.cloppersmillwest.com](http://www.cloppersmillwest.com)

The Clubhouse is available for use by  
**CLOPPER'S MILL WEST RESIDENTS ONLY.**

*Violation of this rule will result in the loss of rental privileges for one (1) calendar year.*

### **APPROVED USES**

- Community Association Meetings and Community Social Functions: Association Board & Committee meetings, social events organized by the Association
- Clopper's Mill Marlins Swim Team Functions
- Adult community-based nonprofit clubs (Card Clubs, Garden Clubs, etc.)
- Youth community-based nonprofit clubs (Cub Scouts, Girl Scouts, Boy Scouts, Brownies, etc.)
- Private social functions

**\*\* The Clubhouse MAY NOT be used for profit activities and/or profit daycare unless approved by the Board of Directors.**

### **FEE AND DEPOSIT SCHEDULE**

<b>Type of Event</b>	<b>Rental Rate</b>	<b>Deposit</b>
Community Association Meetings and Community Social Events	No Charge	No Charge
Clopper's Mill Marlins Swim Team	No Charge	No Charge
Adult Community Based Non-Profit Clubs <i>* Proper documentation reflecting 501(c) 3 status is required and must be submitted with the application.</i>	\$25, <i>or</i> \$250 for the season	\$500
Youth Community Based Non-Profit Clubs (Boy Scouts, Girl Scouts, Cub Scouts, Brownies, etc.) can rent the Clubhouse up to 12 times per year for free.  <i>*The charge will be \$25 per usage above 12 times/year.</i>	No Charge  (Free up to 12 times/year)	\$500
Private Parties	\$225	\$500

**Homeowners who have any outstanding balance on their assessment account will not be permitted to use the clubhouse. Please be sure your account is up to date prior to submission of this application.**

**RULES AND REGULATIONS SUMMARY:** \*See full approved rules and regulations list enclosed.

The owner/renter renting the clubhouse agrees and understands that:

- A. The clubhouse may only be used until 12:00 midnight Friday, Saturday and Sunday, and until 10:00 p.m. Monday through Thursday. **(Be sure to allow time for cleanup within the allotted period.)**
- B. All doors and windows must be locked, and the clubhouse key returned to the lockbox immediately after the event.
- C. The key must remain on the premises at all times **(Do not take the key home or the next user will not be able to access the facility.)**
- D. Clean up of the facility from each event, including the kitchen and bathroom area, is the resident's responsibility. **(Clean up must be completed no later than 12 midnight.)**
- E. This agreement is for the use of the Clubhouse only. At no time during the rental period is anyone allowed in the pool or pool deck area.
- F. The supplies in the cupboard are not for the use of individuals renting the Clubhouse.
- G. NO SMOKING is permitted in the Clubhouse including the balcony area.
- H. Due to damage to the ceiling fans from balloons and strings getting caught in the mechanisms, no helium balloons are permitted.
- I. **At no time is any tape to be attached to any painted surface.**
- J. **Trash is to be bagged and placed in the trash totes** located on the right side of the building, to the left of the pool bathhouse entrance.
- K. Due to privacy concerns, drones are not permitted to be operated in or around the clubhouse and recreational areas.

***All trash is to be bagged and placed in trash totes. Thank you!***

Please note that the facility must be left in clean condition; all tables and chairs properly stored, and all party items and trash removed from the premises.

**DEPOSIT AND FEES:**

- A. The type of event for which the Clubhouse is being reserved and scheduled will determine the fees and deposits for the given event **(see fee chart)**.
- B. **The deposit and fee must be paid in full before any Clubhouse reservation will be confirmed.**
- C. NOTE: If the deposit and fee(s) are not paid within ten (10) working days of the reserved date, the Association has the right to rent out that date on a first-come-first pay basis.
- D. Your deposit check must be a separate check from the rental fee check: Two (2) separate checks made payable to Clopper's Mill West should be mailed or delivered in-person as detailed on page 5 of the agreement. You may also submit your payment electronically via PayPal.  
\*\* There is a \$30 check processing fee if paying by check, money order, casher check.

**\*\* The Clubhouse is rented on a first-come-first-served basis & all deposits/fees must be paid in full before any Clubhouse reservation will be confirmed. \*\***

## FEATURES

- 43 Folding Chairs
- 1 – 4-Foot Table
- 2 – 5-Foot Tables
- 2 – 6-Foot Tables
- 1 – 8-Foot Table
- 3 – 3 ½-Foot Folding Tables
- 2 – 4-Foot Folding Tables
- 2 – 8-Foot Folding Tables
- 3 – Round Tables

**NOTE: Tables and chairs are not included in the rental of the facility. You may use the tables and chairs at no extra charge. However, please note that the number of tables and chairs are subject to change due to breakage and/or theft. Do not ask for refunds, as they are not part of the rental fee.**

## KITCHEN

- Microwave
- Dishwasher
- Refrigerator

## OCCUPANCY

- Up to 100 people

## KEYS TO CLUBHOUSE

Please contact the Property Administrator at TMGA, Inc., at 301-948-6666 or [tmga@tmgainc.com](mailto:tmga@tmgainc.com) (2) days prior to your event for the combination code to the lockbox (which holds the key) if you have not received instructions in the mail. Before leaving the clubhouse, you must lock the door and return the key to the lockbox located on the handle of the front door of the clubhouse.

## DAMAGE DEPOSIT

Your deposit will be returned to you after the Clubhouse has been inspected for cleanliness and for damages and charges are ascertained. To report damages or problems with the clubhouse that you notice prior to your event, please contact the Property Administrator at TMGA, Inc., at 301-948-6666 or [tmga@tmgainc.com](mailto:tmga@tmgainc.com) When calling after hours, weekends or holidays, contact our answering service at 301-948-6666 and leave a message for the On-Call Manager.

## FUNCTION HOURS

All functions and use of the Clubhouse must end no later than 12 midnight Friday, Saturday and Sunday, and 10:00 p.m. Monday through Thursday, this includes clean-up time.

## PROPER DISPOSAL OF TRASH

Proper disposal of all trash is your responsibility. Please be sure to remove all trash from the Clubhouse and take it to the **trash area located on the right side of the clubhouse**. If your trash is not properly disposed of, the cost to remove the trash will be deducted from your deposit. **DO NOT place it on the HANDICAP RAMP!**

## PARKING

**NO PARKING** in the townhouse reserved spaces. **YOUR VEHICLE WILL BE TOWED.**

## **RENTAL DEPOSIT DEDUCTIONS include, but are not limited to:**

- Not returning the Clubhouse key to the lockbox
- Damage to the facility (interior or exterior) or furnishings within
- Not adhering to rules and regulations
- Including, but not limited to, any occurrence of actions that result in an additional cost to the Association
- Not fully cleaning the room, bathrooms, and kitchen on gratis rentals

*\* Full chart of deductions on next page*

**CLUBHOUSE INSPECTION CHECKLIST**

<b>Prior to Event</b>	<b>Description</b>	<b>Conclusion of Event</b>
	1. Call in issues, <b>if any</b> , with the facility BEFORE and AFTER your event. <i>(numbers below)</i>	
	2. Are the windows closed and window sills clean?	
	3. Men’s Room: Is it clean and stocked? Are the toilets flushed and plumbing working?	
	4. Women’s Room: Is it clean and stocked? Are the toilets flushed and plumbing working?	
	5. The carpets should be vacuumed and be free of spills/debris.	
	6. Inspect the walls, windows, and doors to make sure they are free from tape and damage.	
	7. Make sure the kitchen floors and counters are clean and free of debris.	
	8. Are the kitchen appliances in working order? <i>(fridge, disposal, microwave, and dishwasher)</i>	
	9. Inspect the walls, doors, and windows for any damage.	
	10. Shut off the bathroom lights, “tables & chairs” room light, and kitchen lights.	
	11. Shut off the Clubhouse lights and fans <i>(three (3) recessed safety lights stay on at all times)</i> .	
	12. All trash must be collected and placed inside the trash totes located outside on the right side of the Clubhouse, to the left of the pool bathhouse entrance. Bags left on the ground are unacceptable. <b>Do not leave bags on the handicap ramp.</b>	
	13. Re-set the thermostat to 80 degrees in the summer and 60 degrees in the winter before leaving the Clubhouse.	
	14. Inspect the tables, chairs, and vacuum for any damage.	
	15. Make sure tables, chairs, and vacuum are neatly stored in the “Tables & Chairs” room.	
	16. Check to see if the balcony doors are locked.	
	17. Make sure the front door is locked.	
	18. Return both keys to the lockbox on the front door.	

The security deposit (part or all) will be refunded within thirty (30) days of the Clubhouse being inspected for damages and/or cleanliness. At that time it will be determined if there will be any deductions from your security deposit. Should any damages occur, you will receive a letter with an itemized receipt of damages.

If damages exceed the deposit, the balance will be applied directly to your Association account and you can submit payment for the difference along with your next regularly scheduled HOA dues payment. Note that the damage(s) amount attached to your Association account is subject to the same collection procedures as your HOA dues.

**\*\*Note: A \$500 deposit is required even for gratis rentals. The user must still clean everything after their event or the full cleaning fee will be deducted from the deposit and the balance will be returned.**

<b><u>AGREEMENT TERMS</u></b>	
Resident/Owner Name(s):	
Address:	
Preferred Phone Number:	Alternative Contact Phone Number:
Email Address:	
<b><u>EVENT DETAILS FOR REQUEST</u></b>	
Date of Event(s):	Day(s) of Week:
Event Start Time:	Event End Time:
Type of Event:	
TOTAL CHARGE: \$	TOTAL DEPOSIT: \$

