

Regency at Providence Community Association

CLUBROOM RENTAL - GUIDELINES

To rent either the Sloan or the Regency Hills clubroom, first contact the Calendar Coordinator, at rap.calendar2@gmail.com, to find and hold an open date.

The availability of clubhouse rentals on Easter, Thanksgiving, and Christmas are contingent upon the availability of our volunteers to complete the pre and post inspections of the facilities. If our volunteers are not available, the facilities will not be rented.

The date will be held for you for **15 days** during which you must submit:

1. Registration Form and Clubroom Rental Rules signed by resident.
2. Check for \$150.00 (rental fee) made out to Regency at Providence.
3. Check for \$200.00 made out to Regency at Providence. (your check will be returned as long as the facility has been cleaned and there are no damages)
4. If using a caterer on site, provide proof of liability insurance.
5. **Both checks should be dated for the date of the event. The rental check of \$150 will NOT be cashed until after event.**

All the above should be submitted to the management office at the Sloan clubhouse:

Regency at Providence
199 Sloan Road
Phoenixville, PA 19460

Your reservation is **not** confirmed until all these submissions are received.

Renter's Signature

Regency at Providence Community Association

CLUBROOM RENTAL RULES

ONLY the CLUBROOM, DECK, and KITCHEN at Sloan are available for rental. At Regency Hills **ONLY** the CLUBROOM AND KITCHEN are available (NOT THE DECK or POOL AREA). Your non-resident guests are welcome to use the main-floor restrooms and coatroom, but **NO OTHER ROOMS OR FACILITIES**. You do not have exclusive use of the hallways.

No decorations may be affixed to any part of the building.

The clubroom is made available for rental only to residents/homeowners and only for social gatherings hosted by the resident/homeowner. Family or friends may not complete the rental process on behalf of the resident/homeowner. The resident must be present throughout the rental. It may **not** be rented for meetings or for any commercial and/or political activity.

The Community Association Board may, at its discretion, exclude from further rentals any resident/homeowner who disregards any of the clubhouse rules or the Clubroom Rental Rules, who fails to control their guests, who fails to return the facility to the pre-rental condition, or who causes damage.

YOU ARE RESPONSIBLE FOR YOUR GUESTS. This includes ensuring that **non-residents do not use the billiard room, the exercise room, the downstairs areas or the pools at Sloan, or, the downstairs, outside deck or pool areas at Regency Hills.**

You are also responsible to see that your guests observe all the clubhouse rules, including **no smoking** and no pets, and that they respect the rights of residents using other parts of the facilities and/or living adjacent to the clubhouse.

You may not have more than 74 guests for Sloan or 53 for Regency Hills.

You may not attach banners, posters, etc, to any part of the building, especially to the tinted windows and doors.

The furniture in the clubroom may be moved, but **not outside the clubroom**. The folding tables and chairs stored in the closet may be used, but must be **put back as you found them**. **Nothing** else is included in your rental; this includes **not using the audio systems** at the Sloan and Regency Hills Clubrooms. You will need to bring everything you require **including trash-bags and cleaning supplies** (please see the attached suggestions).

You must return the clubroom to its pre-rental condition **no later than 11 PM** the day of your rental.

You must also make sure that the hallway, deck (if at Sloan) and restrooms are returned to their pre-rental condition.

The clubroom and kitchen will be clean for your use. On the day of your rental you **must meet** with a representative of the Association who will tour the clubroom and restrooms with you to take note of any pre-existing damage.

You **must again meet** with the same representative following your rental to tour the facility with you and verify that you have returned the facility to its pre-rental condition.

If the condition of the facility is unsatisfactory, you will be responsible for **all** costs associated with restoring it to its pre-rental condition. If cleaning services are required, the Association will charge you \$200. If damages are found, your obligation for the associated costs will be added to your Association fees.

I have read and agree to these rules.

Renter's Signature _____

Regency at Providence Community Association

CLUBROOM RENTAL REGISTRATION FORM

Homeowner Hosting Function _____

Address _____

Telephone _____

E-mail Address _____

Requested Reservation Date and location (S or RH) _____

Start Time Requested (including set-up) _____

Ending Time (including clean-up) _____

Number of Guests (maximum of 74 at Sloan, 53 at Regency Hills) _____

Catering Service (if used) _____

Surprise Party? No ___ *Yes* ___ *If yes, contact telephone* _____

I acknowledge that I have read the Clubroom Rental Guidelines and Rules and initialed and attached same indicating that I understand and will comply with these rules.

Renter's Signature _____

Date _____

***** Office use only *****

Rental Fee (\$150) _____

Cleaning Fee (\$200) _____ Returned -or- Charged for Cleaning

Proof of Insurance if using caterer: _____

Rental Rules Initialed _____

Pre-inspection checklist Initialed by Renter and Inspector _____

Post-inspection checklist Signed by Renter and Inspector _____

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