

Cornerstone HOA Facilities Application for Reservation of Clubhouse and/or Chapel

Cornerstone facilities are for rent for homeowners in good standing only. The renter reserving facilities assumes all responsibility for supervising their guests, paying for any and all damages, the cleanup of rented facilities, and/or an act which results in inappropriate use of facility or surrounding properties. No functions in which people are asked to purchase items and political events may not be part for these events. Chaperones must be present at all times for events planned for minors with no alcohol served. All signage at the facilities is to be followed as well as the rules and regulations forms signed. Neither the Cornerstone Homeowners Association or any representative of the CHOA will be held accountable for any act resulting in damage to said property or personal injury to guests.

Name		Phone		
Address		E-mail Address		
Date(s) Requested		Time of Event		
Type of event		Expected Number of Guests: <i>(over 75 in attendance may constitute an additional \$100 cleaning fee to be added to rental.)</i>		
Clubhouse Rental Fees	Date	Resident Fee	Non-Resident Fee	Total Fee
Monday-Thursday (per Day Rate)	Total Number Days:	\$75.00	\$200.00	\$
Friday-Sunday (per Day Rate)	Total Number Days:	\$125.00	\$400.00	\$
Chapel Rental Fees	Date	Resident Fee	Non-Resident Fee	Total Fee
Monday-Thursday (per Day Rate)	Total Number Days:	\$75.00	\$200.00	\$
Friday-Sunday (per Day Rate)	Total Number Days:	\$125.00	\$400.00	\$
Wedding Rental Fees (includes Clubhouse & Chapel)	Date	Resident Fee	Non-Resident Fee	Total Fee
Monday-Thursday (per Day Rate)	Total Number Days:	\$250.00	\$500.00	\$
Friday-Sunday (per Day Rate)	Total Number Days:	\$350.00	\$800.00	\$
Non-Resident Rental (includes 2 consecutive days)		N/A	\$1,500.00	
REQUIRED for ALL RENTALS- Damage/cleaning Deposit	Total Number of Days:	\$200 for clubhouse, chapel or wedding	\$300 for clubhouse, chapel or wedding	
Received Signed Facility Rental Agreement Date:	Total Rental Fee \$		Total Deposit Fee \$	Total Fees \$
	Check #	Check #	Check #	Check #

Signature of Renter

Print Name

Date

Make checks payable to: Cornerstone Homeowners Assoc.

Send forms to: cornerstonebrandonms@hotmail.com

Rules for Rental of Facilities with Cornerstone Homeowners Association

1. ___ Renters. Renters of facilities with CHOA must be homeowners in Cornerstone in good standing with no outstanding assessments or fees. Only the homeowner may reserve facilities. The homeowner must be present at all times at the event for which the facility is rented for and must be the primary host of the event. **Owners may not reserve facilities on behalf of another.**
2. ___ Attendees. All children are to be supervised at **ALL TIMES**. Cornerstone HOA is not responsible for accidents or injuries on Cornerstone property.
3. ___ Paperwork. To reserve a facility for any event, the renter must provide the following: signed Rental Agreement, deposit and rental fee, and initialed/signed copy of Rules for Rental of Facilities, COVID-19 Form, (if applicable – Special Event Policy).
4. ___ Age. In the event that the rented facilities are reserved for a party where guests are less than 21 years of age, appropriate chaperons must be present at all times, and no alcohol served to minors
5. ___ Smoking. No smoking, vaping, cigars is allowed in or around the clubhouse, pool, or chapel areas.
6. ___ Noise Levels. Noise levels must be reasonable and kept at a level that cannot be heard in the surrounding homes in the area. All music must end by 12 midnight. The Renter will be responsible for seeing that there are no loud noises from the guests either coming or leaving the facilities. Excessive noise levels will result in a visit from Brandon Police.
7. ___ Decorations. The Renter is responsible for cleanup of all decorations. No tape, nails, or thumbtacks to the walls may be used. No confetti, glitter, rice, or birdseed is allowed. Loose balloons are to be removed so as not to tangle in fans.
8. ___ Pets. Animals are not allowed in the clubhouse or chapel at any time unless the pet is licensed to provide assistance to the owner.
9. ___ Cooking. The kitchen may be used by the renter, but must be cleaned. No large volume deep fat fryers of any kind are to be used inside the facilities. Barbecues and the use of cookers are restricted to the parking lot.
10. ___ No bicycles, skateboards, roller blades, etc. are allowed in the clubhouse or chapel areas.
11. ___ Restrooms. Restrooms are for the community and may not be restricted exclusively for the renters.
12. ___ Cleaning/Walk Through. Prior to securing the code for rental, there will be a walk through and the same done the date after event . The Renter will be held responsible in the event cleaning or damage is noted on the Cornerstone Cleaning/Damage Checklist.
13. ___ Heat/A/C. Heat and/or air conditioning must be returned to the original setting and all lights turned off when the event is over. Heat at 60, air at 80. Doors to the outside must be kept closed at all times.
14. ___ Time. Any event that goes more than the agreed upon time, may result in an additional day of fees.
15. ___ Set-up/Cleaning. Set-up and clean up for events must be completed within the rental time(same day of rental) unless an agreement has been reached with the clubhouse manager.
16. ___ City/County Codes. All applicable city and county fire and safety codes apply to the facilities.
17. ___ Non-Profit Rental. Non-profits groups, in which a homeowner is a part of and requests the facility, may have use of the clubhouse when available - such as for a scout group organized in the community. A rental agreement, rental fee and deposit/cleaning fee, COVID-19 form and walk through, etc. must all be completed and the homeowner involved must be present at all times. Additionally, the COVID-19 Clubhouse Rules must be posted in the Clubhouse.

18. ___ Parking. Parking for events is to be done in the parking lot only. No parking on the street. **No overnight parking.**
19. ___ Garbage. All garbage is to be bagged and taken to the large containers at the porch area in back of the clubhouse.
20. ___ Code. Arrangements will be made with the clubhouse manager for the code needed for the rented facilities. This can be done at the time of the walk through. The Clubhouse/Chapel code will deactivate at the end time designated. Therefore, all clean-up and exiting of attendees should be done by that designated time. If additional time is required, an additional day of rental will be due.
21. ___ All tables and chairs will be stacked and put away in their proper place. (No tables and chairs will be used outside the clubhouse or chapel.)

All renters using the facilities do so at their own risk and accept full responsibility and liability for themselves and their guests.

The CHOA nor any Board member of the CHOA are not responsible for any loss, delay, injury or damage to the renter or their guests. The Renter understands that the CHOA works in good faith to present facilities to the Renter in good working order and is clean and the renter has inspected and approved of facilities prior to signing rental contact.

Renter signature signifies that he/she understands the contents of this document and that the breach or violation of any conditions set forth herein may result in the loss of the deposit, the imposition of liability on the Renter and/or denial of future use of the facilities. Any returned checks will result in a \$100 service charge and possible additional fees in recovering all debts owed.

Signature

Print Name

Date

Cornerstone Clubhouse and Chapel Cleaning Checklist

Area	Pre-Event	Comments	Post Event	Comments
Clubhouse				
Floor- swept/mopped				
Doors/Windows				
Walls				
Furniture-proper position				
Chapel				
Floor- swept/mopped				
Doors/Windows				
Walls				
Furniture-proper position				
Kitchen				
Microwave				
Refrigerator				
Range				
Stoves				
Cabinets/Counters				
Floor				
Garbage				
Hallway				
Floor-swept/mopped				
Restroom-Men				
Sinks/Counters				
Toilets				
Floor				
Trash				
Restroom-Women				
Sinks/Counters				
Toilets				
Floor				
Trash				
Trash-All Trash outside				
Lights-off, any bulbs needed				
Heat/AC	AC- set thermostat to 80°		Heat- set thermostat to 60°	
ALL DOORS AND WINDOWS ARE LOCKED				

Inspection Date: _____

Post Inspection Date: _____

CHOA Representative

CHOA Representative

Renter

Renter

Code Given: _____

Time for Code Use: _____

Chapel Guidelines

The Chapel may be rented for use for neighborhood events that is not to make money and that benefits building a community within Cornerstone. Events, such as poker night, bunco, scouts, Quilting, Exercise, music jam sessions, computer clubs, book clubs, Bible study groups, etc. are the intended use of the chapel. With this concept, no functions in which people are asked to purchase items and political events may not be part of these events.

Events may be scheduled through a COHA Board member for up to four months or times for a community event.

In the event the chapel is needed for rental as part of larger event, at a higher fee, such as a wedding, the community event will be rescheduled.

With no restrooms facilities in the chapel, the renter is reminded to bring their pool card to have access to the restrooms in the clubhouse.

All chairs, tables are to be returned to the closet in an organized manner.

All trash is to be emptied to the containers outside the clubhouse under the porch.