



## NON-UNIT OWNER CLUBHOUSE RENTAL AGREEMENT

I understand that I am responsible for and agree to pay for any damages that may occur during my use of the Clubhouse. I understand that I am also responsible for any injuries that may occur while using the Clubhouse. I have read and agree to abide by the CVCA Clubhouse Cleanup Instructions and Rules for Use, copies of which are attached this form. I understand that the fire codes of the City of Arnold mandate that the Clubhouse may house a maximum of 55 guests at any event. I understand that my guests may not use the pool nor enter the area surrounding the pool except for access to the restrooms. I understand that the parking spaces marked "reserved" in the parking lot adjacent to the townhouse next door and in the front of the lot between the two entrances to the lot are reserved for the use of the townhouse residents and that neither I nor my guests will use or block access to these spaces during my event. I understand that I will forfeit all or part of my deposit if the Clubhouse is not cleaned in accordance with the attached instructions, or in the instance of property damage.

_____ <i>Signature</i>		_____ <i>Date</i>	
<i>Name</i>			
<i>Address</i>			
<i>City</i>		<i>State</i>	<i>Zip</i>
<i>Telephone #</i>	<i>Mobile #</i>	<i>Email Address</i>	<i>Rental Date</i>

Please complete the form above and attach **TWO** checks in the amount of **\$150.00** (one for the rental, one for the damage deposit) made payable to **CASA VILLAGE CONDOMINIUM ASSOCIATION**, and send to:

**CVCA**  
 c/o Duane A. Priest  
 1872 Casa Drive  
 Arnold, MO 63010

**We will hold your \$150.00 deposit check until after your event. You are required to clean the clubhouse, per the attached instructions. Upon inspection, if no damage has occurred and the clean-up is considered satisfactory, we will return your deposit check.**

If you have any questions or concerns, and to arrange to pick up keys to the Clubhouse, you may reach Duane Priest at 636-282-3282.



## Casa Village Condominium Association

c/o Personalized Association Management, LLC

5217 Roanoke Drive

Weldon Spring, Missouri 63304-7886

Phone: 636-477-7622 | Fax: 636-477-7623



# CLUBHOUSE CLEANUP INSTRUCTIONS

You must return the clubhouse to the condition it was in before your event. Unless otherwise instructed, you may clean the Clubhouse on the day following your event. Any damages to the building or its contents, or failure to clean the facility properly after your event, may result in the forfeiture of part or all of your deposit and/or additional fees. We recommend that you inspect the facility prior to your event and report any damages or concerns to the Management Company. Cleaning supplies are available in the closet near the bathrooms in the basement.

- Remove all decorations and tape. Remove any confetti or trash on floors.
- Vacuum all floors and mop tile areas.
- Wipe and clean all appliances, tables, countertops and chairs as necessary.
- Wipe, clean and mop both bathrooms, including the toilets. Toilet brushes and supplies are located in the sink cabinet.
- Empty all trash containers, including the containers in the restrooms, and put all trash in the dumpsters located near the entrance to the pool.
- Relocate the dumpsters to the grassy area adjacent to the clubhouse parking lot entrance for pickup during the next trash pickup.
- Remove any trash in the pool area that may have fallen from the Deck.
- Return all tables and chairs and other items to their original locations.
- Make sure no food items are left in the refrigerators, dishwasher, on the stove or in the oven.
- Reset the thermostat after your event. In Winter, the thermostat should be set to 65 degrees. In Summer, the thermostat should be set to 80 degrees. In order to maintain the most comfortable temperature in the clubhouse during your party during the summer months, keep the door at the bottom of the stairs closed as much as possible.
- Turn off all lights and fans.
- Make sure that all doors (including the upstairs French doors) are locked and all blinds are closed before leaving. Unless instructed otherwise, leave the Clubhouse keys on the counter near the sink.



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# RULES FOR USE

- **PLEASE KEEP NOISE TO A REASONABLE LEVEL.** Your consideration of the residents who live near the clubhouse is greatly appreciated. Excessive levels of noise may result in police action.
- **Smoking is not permitted in the clubhouse.** Cigarette urns are located at the entrance and on the deck. Deposit all cigarette butts in the urns provided.
- **No glass of any kind is permitted on the deck or in the pool area.** This includes glass bottles, drinking glasses, etc.
- **Illegal behavior of any kind will not be tolerated.** The use of illegal drugs, underage consumption of alcoholic beverages, peace disturbances, or any other activity prohibited by the Laws and/or Ordinances of Jefferson County and the City of Arnold are strictly prohibited. Any witnessed illegal acts will result in action from the proper authorities.
- **All guests must abide by the Rules & Regulations set forth in the By-laws and Resolutions of Casa Village Condominium Association.** The unit owner hosting the event is responsible and accountable for the actions of their guests.
- **Clubhouse guests are not permitted to use the pool, nor are they permitted in the area surrounding the pool, except for wheelchair access to the restrooms.** Failure to observe this restriction will result in a fine to the unit owner hosting the event.
- **Guests must not park in the parking spaces marked "Reserved" in the parking lot adjacent to the clubhouse.** Guests may use the spaces next to the clubhouse, in front of the clubhouse, and if necessary, along the street. Vehicles should not occupy or block any reserved space or driveway, and must not be parked on the grass. **Improperly parked vehicles may be towed without warning.**
- **Your event should end by Midnight.**
- **Clubhouse cleanup must be completed by the end of the day following the event.** In rare instances, you may be required to clean the clubhouse immediately after your event due to a rental on the following day. You will be notified in advance if such is the case.