

**Chancellor's Ridge Homeowners Association, Inc.**  
**Clubhouse Reservation Form & Agreement**

**IMPORTANT! Please Note:**

- **RESERVATION DATES ARE CONFIRMED ONLY AFTER RECEIPT OF COMPLETED APPLICATION AND ALL ASSOCIATED FEES.**
- **FAILURE TO COMPLY WITH THIS AGREEMENT IN FULL MAY RESULT IN FOREITURE OF RENTAL DEPOSIT.**

**Clubhouse Rental Rules**

1. The clubhouse can only be reserved by members of Chancellor's Ridge HOA (Homeowner).
2. Homeowner must be current on association dues, assessments, or fines.
3. Reserving Homeowner must be at least 21 years of age (a person 18 -20 years of age may reserve only if they are listed as the owner of the house).
4. A reserving Homeowner must be present at all times during their event.
5. Maximum occupancy in the clubhouse is 45 persons, per fire codes.
6. The clubhouse may not be reserved by a resident for sub-lease to another party.
7. If the event is for minors, there must be at least one adult for every ten non-adults present at all times.
8. No person under 21 years old may consume alcoholic beverages.
9. Reserving Homeowner is fully responsible for damage to the clubhouse caused by persons attending the event, including damage caused by persons who may be present without an invitation, and persons who are on clubhouse premises as a result of the event, even if not invited.
10. Liability for damage is not limited to the amount of the security deposit.
11. No pool privileges come with the rental of the clubhouse. The pool may not be used by any person attending the event in the clubhouse, even if the person is a resident of the neighborhood. Violation will result in forfeiture of the deposit.
12. The clubhouse must be vacated by 2:00 a.m. After 11:00 p.m., all doors and windows must be closed. After 11:00 p.m., the volume of music or noise must be low enough that it cannot be heard outside the clubhouse. This includes music or noise from those in the parking lot and street. The city of Durham has a strict noise ordinance that prohibits noise above 50 decibels between 11:PM and 8:AM, if a violation occurs, this will result in a forfeiture of your deposit.
13. The clubhouse is for use by Chancellor's Ridge residents and their specifically invited guests only. Open or public invitations are not permitted and will void this agreement.
14. Residents who are proprietors or operate small businesses, such as businesses operated primarily out of their residence, may rent the clubhouse for events related to their business. An example of such an event is an advertising or sales "party". Such events cannot be advertised in the media or similar means which may result in uncontrolled attendance. Generally, invitation to such an events should be well-controlled, such as by "word-of-mouth" or by a specifically-addressed e-mail.
15. The clubhouse is not intended for use by businesses or organizations for events such as "off-site meetings" or meetings of employees or customers. If a business or organization has an office or address which is not a Chancellor's Ridge address, it is not appropriate for a resident who is an employee or owner of that business to rent the clubhouse for business use.
16. Parking should be limited to the parking lot. If the parking lot cannot accommodate all cars, guests are asked to park responsibly, including being careful to not block driveways. Parking on grass is not allowed, renters will be responsible for any damage. The parking lot is not part of this rental and shall remain open for HOA members for pool or playground access on a first-come, first-serve basis.
17. Pets are not allowed, except for working animals.
18. The Board of Directors may deny rentals for reasonable reasons related to the nature of the rental.
19. The Board or Directors may approve exceptions to these rules for reasonable considerations.

## Administrative Considerations

1. Fees:
  - Rental: \$175 per day
  - Security Deposit: \$200, to be paid by a separate check.
2. Reservations are firm and entered on the calendar only when the proper application form is completed, the rental fee check and the deposit check are submitted to the community manager at CAS.
3. The rental fee will be cashed when received. The security deposit will be held until after the rental is complete, and after the committee or CAS has inspected the clubhouse.
4. The reservation is firm when it has been entered on the calendar viewable from the website.
5. Reservations are accepted on a first-come, first-served basis.
6. Cancellations at least 30 days prior to the reservation will result in full return of rental fee and security deposit. For cancellations less than 30 days, return is at the discretion of the Board of Directors, which will consider reasonable requests.
7. Failure to comply with any rules above may result in forfeiture of the rental agreement. Any damage attributable to the event will be deducted from the Security Deposit. Damages greater than the security deposit will be assessed to the renter.
8. If the clubhouse is not thoroughly cleaned, additional cleaning will be arranged by management and assessed to the renter.
9. Keys must be returned by 10:00 a.m. on the day following the event, unless prior arrangements for a later return have been made.
10. The thermostats are self-adjusting and will revert back to an unoccupied setting 2 hours after any local user adjustment, or you can just hit the “cancel hold” button.
11. Do not apply tape or staples to the wall.

## Check In/Out Procedures

### At least one week Before your Rental.

Contact clubhouse committee member (as directed by CAS) to make arrangements to Check In and pick up your keys. **IMPORTANT:** You are responsible for setting this time in advance, if you neglect to do so you will not have access the day of your rental, CAS will not accommodate you and your rental may be terminated.

### Check In

**IMPORTANT:** A clubhouse committee member will inspect and document the clubhouse condition before your rental, provide you with a rental info sheet, a Check Out checklist, and set a time for you to Check Out after your rental.

### Before you Check Out

Follow the checklist and info sheet you have been given. At a minimum it involves the following: You are responsible for fully cleaning the clubhouse after your use, removing all trash, turning off all lights, ensuring all water has been turned off in both bathrooms and the kitchen (Please let us know of any faucets are dripping or toilets running, or any other maintenance issues.). Lock and secure all doors to outside, and engage security alarm when leaving.

### Check Out

Return all keys to a clubhouse committee member by 10am the following day. **IMPORTANT:** The clubhouse committee will inspect and document the clubhouse condition after your rental.

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

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

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_

Date of Party: // Time: \_\_\_\_\_

I acknowledge that I have read and agree to abide by the above Clubhouse Rental Rules, Administrative Considerations, and Check In/Out Procedures. \_\_\_\_\_

Rental Fee Paid: (\$175.00) // Check #: \_\_\_\_\_  
*Made payable to: **Chancellor's Ridge HOA***

Security Deposit Paid (\$200.00) // Check #: \_\_\_\_\_  
*Made payable to: **Chancellor's Ridge HOA***

The clubhouse will be used for: \_\_\_\_\_

Chancellor's Ridge Homeowners Association, Inc. shall not be liable for any damage or injury to the Homeowner-in-use or his/her guests howsoever caused nor shall the Association be responsible for any accident to the Homeowner-in-use or his/her guests. The Homeowner-in-use agrees that he/she will not hold the Association liable in anyway, whether such accident occurs on the common ground, on any part of the recreational facilities, parking areas, or adjacent areas.

Owner Signature/Date: \_\_\_\_\_

**HOST LIQUOR LIABILITY AGREEMENT:**  
**(\*\*MUST BE SIGNED EVEN IF NO ALCOHOL IS TO BE SERVED\*\*)**

The undersigned hereby agrees to accept the Host Liquor Liability responsibility for (activity) held on \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_ and to hold the Chancellor's Ridge Homeowners Association, Inc. harmless.

Owner Signature/Date: \_\_\_\_\_

Return form & checks to: **Chancellor's Ridge HOA**  
**c/o CAS**  
**5915 Farrington Rd, Suite 104**  
**Chapel Hill, NC 27517**

\* The Board of Directors has the authority to deny a rental for any reasonable cause.\*  
\*\* Requests will be denied for any delinquent payments of dues, assessments, or fines.\*\*