

Woodfield Homes Association

CMA
14323 So Outer 40 Rd., Ste 301 N
Chesterfield, Missouri 63017
314-878-0025, email:
cma@cmamgrs.com

APPLICATION FOR USE OF CLUBHOUSE

We are pleased to offer Woodfield Homeowners the use of the Woodfield Clubhouse for their private functions. Please submit the completed application to CMA for Board approval. Upon approval, one (1) check will be required as follows: a deposit of \$100 (refundable if the Clubhouse is clean and all debris/trash removed). This check should be made out to "Woodfield Homes Association".

Date of Application: _____

Homeowner's Name: _____

Address: _____

Phone: (home) _____

(work) _____

Type of Function: _____

Date of Function: _____

Time of Function: _____

Approximate Number of Attendees: _____

Homeowner's Signature

Date

Board of Directors Approval

Date

Deposit Received: Check # _____

Date: _____

CLUBHOUSE USE AGREEMENT

In consideration of a \$100.00 deposit the undersigned agrees to the following:

The Woodfield Homes Association (WHA) Board of Directors grants permission to

of _____ (home address) to use the Clubhouse on _____
for the purpose of _____.

Approximately _____ guests will attend and the function will be from _____ am/pm
to _____ am/pm. Occupancy of the room shall not exceed thirty-five (35), and the
Clubhouse must be cleaned and vacated by 2:00 am on _____.

- The deposit will be forfeited if the Clubhouse is not vacated timely.
- The Homeowner named above must be present at all times during the function.
- Exclusive use of the swimming pool is not included in this agreement. Guests may not gather outside, except on the Clubhouse deck. No more than ten (10) people should be on the deck at any one time.
- No pets are allowed.
- The Woodfield Clubhouse is a smoke free area – **No Smoking Inside The Clubhouse or the enclosed Pool area!**
- Only invited guests will be admitted.
- To avoid damage, do not use nails, tacks, tape, etc. for decorating.
- The Homeowner named above accepts full responsibility for any damage to the room, furniture, and fixtures, and agrees to pay for any repair or replacement costs.
- WHA, Board of Directors, agents, managers, and employees are not responsible for items left behind, missing or stolen.
- All items in the refrigerator, freezer or cabinets are the property of WHA and shall not be used by the undersigned Homeowner or their guests without prior permission from the Manager.
- The Cleaning Checklist attached is part of this agreement and all items must be completed prior to refunding the deposit. The deposit will be used to cover any charges assessed. Charges exceeding the deposit amount will be due and payable to WHA immediately. Charges for any cleaning and/or damages will be at the sole discretion of the Board/Manager. It is recommended that the undersigned and the Manager, or an agent designated by the Manager, inspect the Clubhouse together the following morning. If the undersigned is not available, the Manager will inspect the Clubhouse and contact the Homeowner regarding the condition.

Next page, please

- The Homeowner named above agrees to hold WHA, agents, managers, and employees free and harmless from any claim, liability, loss or damage for any injuries to persons or property resulting from, or in connection with, the use of the Clubhouse by the undersigned or their guests.

Homeowner's Signature

Date

Board of Directors Approval

Date

DEPOSIT RECONCILIATION:

Deposit: \$ _____
Charges: \$ _____
Refund Due Homeowner: \$ _____
Additional due WHA: \$ _____

CLEANING CHECKLIST

- Any cleaning necessary will be billed at \$50 per hour, minimum of \$50.00.
- Damages will be billed at cost to the Homeowner at the sole discretion of the Board/Manager.
- All trash must be bagged and removed.
- All counters, cabinet fronts, appliances, tables, etc. must be wiped clean.
- Any property-owned dishes used must be cleaned and returned to their proper place.
- All furniture must be returned to its original position.
- All appliances, lights, etc. must be shut off.
- Carpets must be vacuumed and tile floors must be mopped.
- Restrooms must be cleaned.
- All glass & mirrors must be clean.
- Immediate grounds and parking areas must be free of litter from the function.

I understand and accept the above responsibilities.

Homeowner's Signature

Date

Board of Directors Approval

Date